

MEMORANDUM

DATE: April 27, 2017

TO: College Deans

FROM: Gary W. Perry, Provost and Vice President for Academic Affairs

RE: Faculty Absence Notification/Leave Report Form - REV 1/15/17

Regular 9-month faculty appointments normally begin in August and end in May. Over the course of a full academic year, faculty members may be absent for a number of personal or professional reasons. Faculty professional development opportunities such as conferences or seminars may require absence from instructional duties such as instruction, advising, or office hours.

To ensure and to document proper coverage of instructional duties, faculty members who will be absent or plan to take leave and will miss one or more classes or their posted office hours will need to complete the Faculty Absence Notification/Leave Report Form and submit it to the appropriate Dean/Director.

If the reason for absence is due to a medical condition, a doctor's note must be received. If the reason for absence is due to a personal or professional matter, a letter must be received from the appropriate authority.

cc: Michele R. Watkins, Vice Provost for Academic Affairs

This form must be submitted if faculty will miss instructional time designated office hours. In case of emergency, the form shall be submitted no more than three (3) days after the date(s) of absence.

***Faculty may be required to provide copies of the seminar or conference materials upon returning to work. ***

I acknowledge that absenteeism, leave, class time, and office hours are governed by the CBA, Faculty Handbook, FAU personnel policies, and Provost's Memoranda. If travel is associated with the absence, the procedure applies as well. I also acknowledge it is my responsibility to adhere to all such governing documents and procedures. I also understand that any