

Faculty Class Absence Report [F-CAR]



Instructions to Faculty: Use this form to report faculty class absences 48 hours before an expected absence or within 48 hours after returning from an unexpected absence. This form serves dual purposes: a) academic integrity – documenting faculty accountability regarding alternate arrangements for student instruction in lieu of missed class periods (Faculty Handbook 303.9), and; b) financial accountability – documenting faculty class absences with regard to the allowed number of Paid-Time-Off (PTO) days per academic year (Faculty Handbook 431). After completing the requested information, please forward to your respective Department Chair / IELI Director for initial approval, who in turn will forward to the VPAA for final approval and distribution.

Faculty Member Name: _____ Department: DTP DIS IELI

Date of Class Absence(s): _____

Reason for Absence: Illness Travel Personal Inclement Weather
 Other _____

Requested PTO days: Full day PTO (8 hours) Half day PTO (4 hours) No PTO (approved meeting, conference, etc.)
[for non-SVD] Partial day PTO (2 hours) Partial day PTO (1 hour)

Cancelled?	Course Number & Title	Regular Date & Time	Guest Instructor / Alternate Assignment
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

Faculty Signature

Date Form Submitted

Approved Rejected

DTP Chair / DIS Chair / IELI Director Signature

Date Form Received

Approved Rejected

VP for Academic Affairs Signature

Date Form Received

Distribution Copies:

VP for Academic Affairs DTP/DIS Chair/IELI Director Faculty Member Business Office [for non-SVD]