COLLEGE *of* VISUAL ARTS

Faculty Absence and Substitution Policy and Form

Please note the following protocol:

1. Absences due to illness must be recorded with your department chair. When possible, the faculty member will be asked to coordinate his or her own substitute. All part-time faculty members are entitled to one paid sick day per course, per semester. Absences thereafter will be subject to salary deduction.
2. Absences due to personal or professional engagements must be cleared by Ann Ledy and your Department Chair one week in advance of the date. The faculty member will be asked to coordinate his or her own substitute. The substitute must be a current adjunct faculty member. Absences for personal reasons are subject to salary deduction.
3. Payment for class substitution is:
   1-hour and 20 minute class $75.00
   3-hour class $150.00
   This substitution form must be completed and submitted to the department chair by the absentee faculty member and should include all requested information. The department chair will then submit this form and a PO to the Business Office.

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Faculty Absence / Substitution Form

Please print legibly

Absentee Faculty: _____ Date & Time of Absence: 01/01/2010 08:30

Course Name: _____ Course Number: _____

Reason: (circle one) ☐ Illness ☐ Personal ☐ Bereavement ☐ Business Other: _____

Substitute Faculty: _____

Absentee Faculty: _____ Date: _____
Please sign here

Department Chair: _____ Date: _____
Please sign here