

**Moore College of Art and Design
Office of the Academic Dean
RANKED Faculty Absence Form**

TO: Dona Lantz, Academic Dean

FROM: _____

I missed the following class/classes on the day/s below. (If the class/classes was/were covered by another faculty member, please include their name as the Substitute.)

DATE	COURSE NUMBER:SECTION	TIME	SUBSTITUTE to be paid
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

IF NO SUBSTITUTE WAS USED, PLEASE VERIFY HOW THE CLASS TIME AND CONTENT FOR THE CANCELLED CLASS/CLASSES WAS MADE UP AT A LATER TIME*:

DATE: _____ **TIME:** _____

Please submit the completed form to the Academic Dean ASAP.

THIS ABSENCE IS TO BE CHARGED AGAINST:

Sick Leave _____ Personal Leave _____ Bereavement Leave _____ Jury Duty _____

Professional Leave* _____ (Full Time and Tenured part-time faculty members)

***Professional Leave must be approved by the Academic Dean prior to leave.**

_____ Academic Dean's Approval/Signature

Signature: _____ **Date:** _____

* A FT faculty member who fails to complete the absence form verifying the how course time and content was made up by the end of the semester for which they were absent will have sick days charged to them for the time that they missed.