

Talladega College
FACULTY ABSENCE APPROVAL-REQUEST FORM

This form should be submitted to the Provost/Vice President for Academic Affairs at least five days before the actual absence. All faculty members are expected to follow this procedure. When this procedure cannot be followed, this form must be completed and submitted to the Provost/Vice President for Academic Affairs on the day of return to the College.

Name _____ Date _____

Date(s) of absence from the College _____

Reasons(s) for absence (be specific) _____

Can be reached at (area code) _____ Location _____

TEACHING/ADMINISTRATIVE SCHEDULE

Course Name and No./Other Duties

Arrangements for Making-up Duties

REQUIRED SIGNATURES

Approval _____ Disapproval _____

Dept./Program Chairperson _____ Date _____

Comments _____

Approval _____ Disapproval _____

Division Dean _____ Date _____

Comments _____

Approval _____ Disapproval _____

Provost/Vice President for Academic Affairs _____ Date _____

Comments _____