

**Moore College of Art and Design
Office of the Academic Dean
ADJUNCT 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 BE MADE UP AT A LATER TIME*:

DATE: _____ **TIME:** _____

Please submit the completed form to the Academic Dean ASAP.

Signature of Academic Dean: _____ **Date:** _____

*** Adjunct faculty members who fail to complete the absence form verifying how course time and content was made up by the end of the semester for which they were absent will have their salary reduced for the classes that they missed.**