UNIVERSITY OF WISCONSIN
SCHOOL OF EDUCATION
FACULTY ABSENCE REPORTING FORM

Faculty members are required to notify their departments in advance of absences that will take them away from their "classes or other regular duties at the University." Faculty Policies and Procedures require that prior permission be received from the chancellor or the dean. The School of Education Dean has delegated the responsibility for approval of absences to the Departmental Chairs. For purposes of accountability to the University and the State, it is important that all faculty members file the following form with the department Chair in advance of foreseeable absences. Obviously, absences caused by illness or mishap can only be reported retrospectively.

Dates of anticipated absence: _____

Reason of absence:

- O **Present seminar or attend professional meeting**
- O **Professional service**
  (Service as officer of a professional society, member of a study section, etc.)
- O **Outside activity related to university duties**
  (I.e., consulting)

General description of activity: _____

_____

While you are away, who will cover your

Teaching duties? _____

Research duties? _____

Clinical duties? _____

Administrative duties? _____

How can you be reached while you are away?

_____

_____

Name (printed): _____

Signature: _____ **Date:** _____

Please send this form to the Chair of your department at least 10 working days prior to the anticipated absence. The Chair will respond within 5 days if the absence is not approved.

Chair's signature: _____ **Date:** _____

Department please cc: **Dean's Designee – Assistant Dean for Human Resources, SoE Business Office**