**FACULTY ABSENCE FORM**

If you are planning to be absent from class(es), please fill out this form and send to your department chair in advance so a plan for the missed class(es) can be agreed upon. Once your department chair approves the plan, a copy should be sent to the VPAA’s administrative assistant. If your absence is sudden and unplanned, please notify your department chair and the VPAA’s administrative assistant as soon as possible via email and fill out this form at your earliest convenience, send to your department chair for approval with a copy of the approved plan sent to the VPAA’s administrative assistant. In the case of sudden absences, faculty or department chairs may contact the VPAA’s office (575-234-9211 or 575-234-9212) to request a notice to students be posted as soon as possible.

Name:

Course title(s) and location(s):

Department:

Date(s) of absence:

Reason for absence (Attending a conference, illness, etc.):

Plan for class (Substitute lecturer – please name, class assignment, makeup strategy, etc.)