

# ABSENCE FROM CLASSROOM GRADUATE STUDENT

## **Reporting and Notification:**

1. If you plan to be absent on a given day, please notify your direct supervisor (LSO/lab supervisor, lower division instructional supervisor, etc.) as far in advance as possible.
2. Additionally, notify your students through your syllabus and any other appropriate means. Make it clear whether there will be a substitute, an alternative activity, or the class will be rescheduled.
3. If you are forced to be absent or tardy due to unforeseen circumstances, please call the front desk (979-845-2125) or email Cynthia Hurt [cynthiahurt@tamu.edu](mailto:cynthiahurt@tamu.edu).

## **Emergency Absences:**

1. Once the department is notified of your absence every effort will be made to find a replacement, or your students will be notified that class is cancelled.
2. To make substitutions easier, it is recommended that you have an emergency lesson plan easily available. Otherwise, the replacement instructor will work with review materials.
3. Under no circumstances should administrative personnel, student workers, advisors, or people not related to the department be asked to act as substitutes.
4. LSO attendants, whose duties are time sensitive, should be guided by the same principles as instructors.
5. Personnel with non-time sensitive duties may make special arrangements with their supervisor to make up for missed work.
6. Long-term illness related absences will be dealt with by the head of the department on a case-by-case basis.

## **Planned Absences (Excused or Unexcused):**

1. If you anticipate an absence you must request preapproval in advance.
2. Please use the "Absence from Classroom" form that appears attached.
3. At the time of the request, specify what classes will be missed, and how they are going to be made up (rescheduling, substitute instructor, etc.)
4. Failure to request preapproval and/or present a plan for how to recover class time will result in denial of reimbursement funds, if such funds were requested.

## **Disciplinary Action:**

1. Failure to give advance notice of an absence or tardiness will result in a verbal or informal email reprimand; a second omission will result in a written reprimand to be placed in your personnel file.
2. Repeated unreported absences may result in further corrective action, including removal of assistantship.

Department of Hispanic Studies  
Absence from Classroom Form/Graduate Assistant

**Name:** \_\_\_\_\_

**Date(s) of Travel or Absence:** \_\_\_\_\_

**Date Submitted:** \_\_\_\_\_

List the classes you will be missing during your absence and provide the date and time the class meets. Include the name of the substitute who will replace you in the classroom, and a brief description of the activities planned for that day.

Class and Section	Date and Time	Substitute	Activity

\_\_\_\_\_  
Supervisor's Approval

\_\_\_\_\_  
Date