



# GLENVILLE STATE COLLEGE

## FACULTY REPORT OF ABSENCE OR REQUEST TO BE ABSENT FROM DUTY (AA 11/10)

I \_\_\_\_\_ request permission for absence from duties on the following date(s): \_\_\_\_\_

Indicate reason for absence:

- Off-campus College Event       Professional Conference/Meeting       Personal

Explain absence: \_\_\_\_\_

Classes/Responsibilities Missed

Disposition of Each (please be specific)

_____	_____
_____	_____
_____	_____
_____	_____

If the absence is for professional reasons, please provide the following information:

Destination: \_\_\_\_\_

Mode of Travel: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

- Recommended       Not recommended

Chairperson: \_\_\_\_\_

- Approved       Not approved

\_\_\_\_\_ Date

Provost: \_\_\_\_\_

\_\_\_\_\_ Date