



Department of Theatre Arts
Graduate Instructor Absence Form

Name: Absent Graduate Instructor

Date of Absence

Was class canceled?

Yes/No

If not, was a substitute instructor assigned?

Yes/No (specify below)

Name: Substitute Graduate Instructor

Name: Graduate Instructor's Supervisor

Class Information

Graduate Instructor to fill out regarding the class, for which substitute is needed.

Class Name

Class Number

Class Meeting Time & Day

Reason for Absence

Signature: Absent Graduate Instructor

Signature: Substitute Graduate Instructor

Signature: Graduate Instructor's Supervisor

Graduate instructors must submit this form to the Department of Theatre Arts main office at least one week PRIOR to date of approved absence, unless there is an unavoidable emergency, in which case student should immediately contact the main Theatre Arts office (335-2700) and the supervisor of the course of the cancelled class. This form should be completed and submitted as soon as possible thereafter.

See Absence Policy for Graduate Students (attached).

Absence Policy (TAs)

When you contract to teach at the university, the spirit of the agreement is that you will honor all of your employment-related obligations, including meeting all of your scheduled classes or discussion sections, attending any lectures and exam periods connected with the course for which you are leading a discussion section, and attending mandatory TA meetings. The spirit of the agreement also commits you to being prepared and on time for these obligations. Along with teaching course content, you are also modeling appropriate, professional conduct in the learning environment. Thus, it is understood that absence from an employment-related obligation occurs very rarely, if at all, and certainly no more than once or twice in an academic year. When an absence occurs, two key principles apply: 1) it must be formally reported; 2) arrangements must be made so that the class material is covered for the students.

The Theatre Arts Department requires that you adhere to the following procedures:

1. Unless the situation involves sudden illness or emergency, it is expected that you will consult with your course supervisor to obtain approval well in advance of the absence.
2. Arrange for another qualified TA or faculty member to cover your class. Individual supervisors will clarify any special procedures for substitutions. If this is not possible, you need some other means to cover the material for all of your students, such as make-up sessions.
3. In case of illness or emergency, try to contact another TA to cover the class if at all possible. Notify the main office (319-335-2700) and your course supervisor as soon as possible of the situation. Let the main office know whether someone else is covering for you or if a class cancellation notice should be posted on the classroom door.
4. Submit a completed "Graduate Instructor Absence Form" to the main office. Prior to submission, you must obtain the signatures of your course supervisor and the substitute instructor. The form can be downloaded at: <http://theatre.uiowa.edu/files/theatre/Graduate%20Absence%20form.pdf>. You will receive a copy, and the original will be placed in your employment file.

Please note that, according to the University of Iowa Operations Manual (III, 22.3), "An absence due to a medically-related disability, emergency, funeral, service as a pall bearer, adoption, and/or on-the-job-injury is a sick leave absence and may be charged against an employee's accrued sick leave credits."

Failure to report an absence can result in disciplinary action.