

CSUB FACULTY FORM

PRE-APPROVED VARIATIONS FROM CLASS OR OFFICE HOURS

Faculty members are expected to be on campus from the beginning of the academic year through the day grades are due at the end of spring semester. Faculty members shall meet their assigned classes at the time and places scheduled except when advance notice has been provided to the school dean, through the department chair, of deviations from the schedule. Faculty shall hold stated weekly office hours. (CSUB Handbook 303)

Variance from schedules, including office hours, needs to be approved by the Department Chair and submitted to the School Dean for purposes of assisting students and faculty in time of emergencies and administrative accounting. Record online in Absence Management after the absence.

Faculty Member: _____ **Date(s) of absence(s):** _____

Type of Variance: _____

Course Number	Day	Time	Covered By:
			Name: Phone:
			Name: Phone:
			Name: Phone:
Office Hours	Day	Time	Covered By:
			Name: Phone:
			Name: Phone:
			Name: Phone:

Reason for Variance: (Check and explain)

- | | |
|---|--|
| <input type="checkbox"/> Professional development

<input type="checkbox"/> Medical
_____ | <input type="checkbox"/> Personal/Family

<input type="checkbox"/> Other
_____ |
|---|--|

Arrangements for class: _____

Signature of Faculty *Date*

Approved for: Leave with pay Personal Holiday Leave without pay Not approved
 Approved for Travel Expenses up to \$ _____

Signature of Department Chair *Date*