

West Virginia University
Creative Arts Center
Division of Music

Report of Expected Faculty Absence

Date of Departure _____ Date of Return _____

Destination _____

Phone in case of emergency _____

Authorization requested as:

University Business

Personal Business

Instructional obligations (classes, lessons, rehearsals) which will be missed, and arrangements made to cover those assignments:

Description of activity and faculty member's responsibilities (response not required if approval requested as personal business):



Faculty Member Signature

Date

_____ Approved as University Business

_____ Approved as Personal Business

_____ Disapproved

H. Keith Jackson, Chair

Date