



C. Eugene Bennett
Department of Chemistry

Teaching Assistant Absence Form

As a reminder, it is the responsibility of the Teaching Assistant to arrange a substitute TA when he/she plans to be out of town and unable to fulfill the assigned teaching obligations. Complete one form for each lab section that will be affected by the planned absence. Submit the completed form to the faculty member in charge of the laboratory course at least one week prior to the planned absence. Return to Albert Taylor JR, Program Administrator before day of absence.

Name: _____

Reason for absence (i.e., conference, interview) _____

Date(s) of absence from department: _____

Course number: _____ **Day/time of lab section:** _____

Faculty member in charge of laboratory course:

Name, email address, and phone number of the TA substitute for the laboratory assignment:

Date of completion of this form: _____

Faculty signature and date: _____

Program Administrator signature and date: _____