

Requester Screenshot 1

Request to be Away From Campus

8.02. Faculty Duties and Responsibilities:

The University faculty are responsible for teaching, research or other scholarly activity appropriate to the discipline, and public service. Furthermore, every faculty member has an obligation to maintain professional honesty and integrity, to seek knowledge and to share that knowledge freely with others. No member of the faculty shall be absent from his/her classes or other regular duties at the University except by the permission of the chancellor or appropriate dean. Faculty members shall avoid a concentration of class hours that is detrimental to effective teaching. It is the responsibility of faculty members to carry out duties assigned by the department.

Academic-year appointments are without vacation allowances:

Persons on nine-month appointments are expected to work every working day except legal holidays. There are no paid vacations that coincide with student vacations, except for legal holiday.

Twelve-month appointments include one month's vacation with pay, to be taken at the convenience of the department.

Out of State Travel on GPR or 101 funds:

If you are planning to travel outside the state of Wisconsin on General Purpose Revenue (GPR) funds (e.g. 101), you must complete the Out-of-State Travel Approval Form in addition to this notification.

* Required

What is Your Role? *

If you are submitting a Request to be Away From Campus Form, please choose Requester. If you are approving an already-submitted request, please choose Approver.

Requester

Approver

NEXT

Away from Campus Notification:

Requester Screenshot 2

Request to be Away From Campus

* Required

Requester

Name *
Your answer

Email *
Your answer

Unit/Department *
Your answer

Reason for Absence *
Your answer

My classes/regular duties will be taken care of by: *
Your answer

Departure *
This is the last date/time that you will be in the office before your absence.
MM DD YYYY Time
 / / 2016 : AM

Return *
This is the next date/time that you will be in the office upon your return.
MM DD YYYY Time
 / / 2016 : AM

Approver's Email Address *
Supervisor or Department Chair
Your answer

Will you be traveling with any undergraduate or graduate students? *

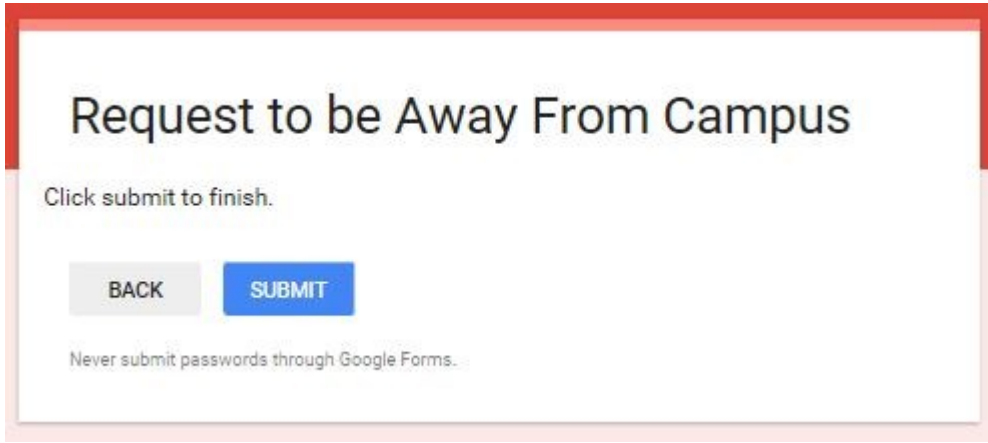
Yes

No

Never submit passwords through Google Forms.

Away from Campus Notification:

Requester Screenshot 3



The screenshot shows a Google Form interface. At the top, the title "Request to be Away From Campus" is displayed in a large, dark font. Below the title, the instruction "Click submit to finish." is written in a smaller font. There are two buttons: a grey "BACK" button on the left and a blue "SUBMIT" button on the right. At the bottom of the form, a small text note reads "Never submit passwords through Google Forms."

An email notification will be sent to your chair or supervisor.