



ACADEMIC AFFAIRS  
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**MEMORANDUM**

**DATE:** October 14, 2025  
**TO:** College Deans  
**FROM:** Russell Ivy, Interim Provost and Vice President Academic Affairs  
**RE:** **Faculty Absence Notification Form – REVISED (supersedes all previous memoranda)**

A handwritten signature in black ink that reads 'Russell Ivy'.

Over the course of any given semester, including summer, faculty members may need to travel or be absent for any number of personal or professional reasons. Likely, professional development opportunities, such as conferences or seminars, may require the faculty member to miss regularly assigned duties such as instructional time including office hours.

To ensure and to document proper coverage of instructional duties, faculty members who will be absent and will miss one or more classes or their posted office hours will need to complete the [Faculty Absence Notification form](#). Reports must be approved by Chair/Director. Completed forms will be maintained within the College.

If the reason for absence is due to illness, sick leave must be recorded through Workday as you have always done.

cc: Stephen Engle, Associate Provost for Academic Personnel