

Chemistry Department TA Substitution Form

Purpose

- To notify the Department when you will not be attending your assigned class, and reporting who is covering your section(s). If there is an emergency in your class while you are absent, the Department needs to know who was in charge and who can answer any questions from emergency personnel, if needed.
- Academic conferences are considered excused absences, and do not count toward the GEU-UAW Leave/Time Off policies.
- All absences are recorded by the department, but no financial penalty is assigned unless you have missed more than the contracted allowed days per the GEU-UAW contract (Leaves of absence- Article 15; Time Off- Article 33).

Procedure

1. If you will be absent from your assigned TA discussion, lab, grading and/or proctoring assignment you must find someone to cover your assignment.
2. If you will be absent from your assigned weekly TA meeting, office hours, or lecture course, you must still fill out this form, but are not required to find someone to cover for you.
3. Fill out a TA substitution form (available in the Main Office). This form will ask you to provide:
 - a. the date(s) you will be absent,
 - b. the name(s) of the TA(s) who will take your place, and
 - c. the reason for absence (as detailed as possible).
4. Your major advisor should sign the form first, indicating they accept the reason for your absence
5. Your course instructor should sign the form indicating they: agree with the TA who will be covering your duties and they also agree with the reason for your absence.
6. Return the completed form to Emile in the Main Office.
7. Any requests for a substitute during the last week of classes and/or during finals week, must also have Department Head approval

The original form will be kept in the Main Office. A copy of this form will also be provided to:

- Emile for your Departmental Employment File
- The Teaching Stockroom
- Your Major Advisor
- The Course Instructor

Reminder

TA's are not allowed to make any travel arrangements before completing this form and having it approved by both the TA supervisor and the Major Advisor (and the Department Head for absences occurring during the last week of classes and/or during finals week).

TA SUBSTITUTION FORM

Complete and return to Emilie in A-115- see policy on back

Name: _____ **Date of Request:** _____

Course/Section: _____

Date of Absence(s): _____

TA's are not allowed to make any travel arrangements before completing this form and having it approved by both the TA supervisor and the Major Advisor

Reason for Absence (as detailed as possible):

Name(s) of Substitute(s):	Date/Time:	Description <small>(Lab/Discussion/Office Hour, etc.)</small>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Advisor: _____ **Signature:** _____

- Approve
- Disapprove

Instructor: _____ **Signature:** _____

- Approve
- Disapprove

Department Head approval is required if a substitute is requested during the last week of classes and/or during finals week.

Department Head Approval: _____ **Date:** _____

- Approve
- Disapprove

Cc: Teaching Stockroom
Advisor
Course Instructor
Emilie Hoglebe-student file
Original-Main office (A-100)