

# Moore School of Music

## Faculty Professional Absence Form

The norm for all full-time faculty is for each person to be completely available to students and colleagues during the normal business hours of the Music School throughout the semester, including the time frame for exams and juries. The norm for part-time faculty follows in proportion to the teaching load here at the University of Houston.

However, it is also normal for each of us to have times when we are away for professional, scholarly, and artistic purposes. These out-of-town events and programs are important to our professional health and academic effectiveness. Also, they are strategic in the merit review and promotion-and-tenure processes.

For University Policy regarding such absences, see the web site Faculty Handbook at: <http://www.uh.edu/fs/handbook/fachand.html>

The Director is responsible for certifying that Faculty Members are meeting all requirements of the job. It is important that communication occurs before the potential absence.

This document does not replace the annual report of external professional activity. The Dean and Director are charged with approving that document also.

No substitutes can be arranged without the approval of the Director in consultation with faculty in the area.

This document must have the Director's approval before the activity occurs.

Faculty Member: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Event, Concert, Conference: \_\_\_\_\_

City: \_\_\_\_\_

Dates away from UH: \_\_\_\_\_

Proposed plans for Substitute Instruction: \_\_\_\_\_

Other supporting thoughts: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approval: \_\_\_\_\_

David A. White, Director

date

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