

Adjunct Instructor Reporting of Absences

1. Send an email to the **JC Faculty Absence group** email at JCFacultyAbsence@jccmi.edu
 - This group email includes staff across all campuses, so that we are able to assist each other in meeting both the faculty and students' needs. Once we get your email, we will then post appropriate signage on the room door(s) and also reach out to students to let them know.
2. Access the [Adjunct Instruction Absence Form](#) and complete as soon as possible.
3. Submit completed form to Department Chair within 14 days of absence for Chair signature and processing.

Adjunct Instructor Absence Form Instructions

The form will open in Microsoft WORD.

After entering all required data (please be complete):

- Save the document under a different name to your G: drive (file, save as <name>).
- Before closing the document, go to file; select send to, Mail recipient (**as attachment**); a message form will open; address the message as appropriate; add a message if you wish; send message.

This electronic form should be completed and forwarded to the department chair for authorization.

The department chair will forward to the appropriate dean for approval.

The dean will forward the approved document to Human Resources.