

## Adjunct Faculty Absences

As indicated in the contract, adjunct faculty are responsible for meeting all scheduled classes. In the event an absence is unavoidable, adjunct faculty should follow the procedure outlined below:

A. If the absence is known in advance:

1. Notify the academic dean, appropriate divisional and/or campus personnel, and Evening Services if applicable.
2. Notify students with instructions.
3. Complete and submit the Adjunct Faculty Notification of Absence Form.

B. If the absence is an emergency situation:

1. Notify the academic dean, appropriate divisional/campus personnel, and Evening Services if applicable.
2. Notify students with instructions if possible.
3. Upon return to campus, complete and submit the Adjunct Faculty Notification of Absence Form found at [www.NortheastState.edu/AdjunctFacultyResources](http://www.NortheastState.edu/AdjunctFacultyResources).

**\*Submission of this form is not a substitution for contacting division office.**

# Adjunct Faculty Notification of Absence Instructions

- Use Google Chrome or Firefox to access/complete the **Adjunct Instructor Notification of Absence online form**. Please avoid using IE or Edge. If you are off-campus and completing a form, you may be asked to enter your username and password to access the form. It may be necessary for you to use NES\ in front of your username. Example: NES\tdbartlett.
- When entering your dean in any of the Northeast State Forms that you submit, **even if it says to only enter the username**, please remember to **always enter NES\ in front of the dean's username**. Example – if I were your dean you would enter **NES\taharris** in the areas highlighted below. See the screenshot below with the area highlighted as an example.
- Please note that after you have entered your dean's NES\username it will change it to their full name, but NES\username needs to be entered initially.

Example:

## Adjunct Instructor Notification of Absence

	Technologies	David Blair	nes\dlblair
	Health Professions	David Bryant	nes\dlbryant
	Humanities	Francis Canedo	nes\ffcaneo
	Math	Malissa Trent	nes\mbtrent
	Science	Chris Hitechew	nes\chlitechew
Semester	<input type="text"/>		
Banner ID <b>(REQUIRED)</b>	<input type="text"/> *	<input type="text"/> *	<input type="text"/>
Date(s) of Absence	<input type="text"/>		
Reason for Absence	<input type="text"/>		
	Dean's Username	<input type="text"/>	<input type="text"/>
<b>ENTER USER NAMES THAT APPEAR IN THE LIST ABOVE ONLY.</b>			

# 1. Faculty Staff>Northeast State Forms

Choose Northeast State Forms

The screenshot shows the Northeast State website interface. At the top, there is a navigation bar with the following categories: Students, Faculty & Staff, Campus Resources, Business & Community, Multi-Campus Programs, and Calendar & Events. A red arrow points from the text 'Choose Northeast State Forms' to the 'Faculty & Staff' menu item. The 'Faculty & Staff' dropdown menu is open, listing various resources. The 'Northeast State Forms' option is highlighted with a red arrow. Below the navigation bar, there is a search bar and a 'GIVE to NORTHEAST' button. The main content area features a large banner with the text 'Northeast State Student!' and 'YOU BELONG'. Below the banner, there are several buttons: 'Apply Now', 'Financial Aid', 'MyNortheast / D2L Sign In', 'Academic Calendar', 'Tennessee Promise', and 'Tennessee Reconnect'.

https://www.northeaststate.edu/

Northeast State

Students Faculty & Staff Campus Resources Business & Community Multi-Campus Programs Calendar & Events

Academic Computing Office  
Adjunct Faculty Information  
Annual Security Report and Crime Statistics  
Banner  
Environmental Health and Safety  
Faculty and Staff  
Directory  
Grant Development Office  
Human Resources  
INortheast Faculty Resources  
IT Help Desk  
MyNortheast  
NeSCC Banner and Related Products  
Northeast State Forms  
IT Support and Services (Password Required)  
Office of Diversity  
Outlook Web Access (NES users)  
Outlook Web Access (Legacy Access)  
Policies and Procedures Manual  
Research, Analytics and Planning  
Starlink  
Student Referral System

GIVE to NORTHEAST

Google Custom Search

Financial Aid Campus Life Graduation & Beyond Corporate & Continuing Education

Northeast State Student!

Request Information

over the career opportunities that await you.

YOU BELONG

Apply Now Financial Aid MyNortheast / D2L Sign In Academic Calendar Tennessee Promise Tennessee Reconnect

2. Choose Adjunct Instructor Notification of Absence. Using Google Chrome or Firefox, enter your username and password that you use to login to the Northeast State computer system and your Outlook email. It may be necessary to use **NES\** in front of your username. Example: NES\tdbartlett

Choose

Forms for Faculty and Staff

**ARE YOU SIGNED IN TO YOUR ACCOUNT?** - Check the bar at the bottom of this page.

**Adjunct Faculty**

- [Adjunct Instructor Notification of Absence](#)
- [Approve Adjunct Faculty Absence Requests](#)

**Campus Police**

- [Reserve Parking Request](#)

**Computer Services**

- [2019 Network Account Renewal](#)
  - [NESTATE Domain Users](#)
  - [NES Domain Users](#)
- [Request VPN Access](#)
  - [Windows 7 VPN Set-up Instructions](#)
  - [Windows 10 VPN Set-up Instructions](#)
  - [MAC VPN Set-up Instructions](#)
- [VPN Access Renewal/Approval](#)

**Computer User Support Services**

- [2019 Employee Computer Inventory](#)
- [Hardware/Software Pre-Purchase Review](#)

**Leave Request**

- [Submit/Review Leave Requests](#)
- [Approve Leave Requests](#)

**Plant Operation**

- [Work Request](#)
  - [How to fill out and submit](#)
  - [How to approve and submit](#)

**Telecommunication Services**

- [Telecommunication Work Order Quick User Guide](#)

**Testing Services**

- [Schedule a Computer-based MakeUp Test](#)

Baker, Sandra D. ▾

Name will display if logged in correctly.

### 3. Choose “Submit a New Absence Request Form”

The screenshot shows a web browser window with the address bar containing the URL [https://nescscps.northeaststate.edu/sites/College/EveSvc/SitePages/Absence\\_Request.aspx](https://nescscps.northeaststate.edu/sites/College/EveSvc/SitePages/Absence_Request.aspx). The browser tab is titled "Absence\_Request". The page content includes a breadcrumb "Evening\_Services" and a main heading "Absence Requests for Adjunct Faculty". A message box states "Item does not exist. It may have been deleted or renamed by another user." Below this, a red link reads "Click here to **Submit a New Absence Request Form**". A red arrow points from the word "Choose" to this link. At the bottom left, there is a table with two columns: "Select" and "Title", with the text "There are currently no items to show in this view." below it.

Evening\_Services

### Absence Requests for Adjunct Faculty

Item does not exist. It may have been deleted or renamed by another user.

[Click here to \*\*Submit a New Absence Request Form\*\*](#)

Select	Title
There are currently no items to show in this view.	

**Choose**

**4. Complete the form. Choose the current semester from the drop-down menu. Enter your Banner ID, click Tab, and your name will automatically populate in the two fields to the right of the Banner ID field. Enter the date(s) of absence and the reason. Type your dean's username as indicated on the Dean's Username list, click the check icon, and the dean's name will automatically populate. Fields with red asterisks are required. Click Submit at the bottom.**

Adjunct\_Absence - New Item

Not secure | nescscps.northeaststate.edu/sites/College/EveSrvcs/Lists/Adjunct\_Absence/Item/newifs.aspx?Source=https://nescscps.northeaststate.edu/sites/College/EveSrvcs/SitePages/Absence\_Request.aspx

Evening\_Services

Type your Banner ID and click "Tab" to automatically populate your name.

Complete the form and click Submit.

Type the dean's username as indicated on the list with the NES\ and click the v to populate their name.

ADJUNCT INSTRUCTOR NOTIFICATION OF ABSENCE FORM																							
<b>Procedures</b>	This form is to be completed if you must be absent from a scheduled class session. <b>NOTE:</b> Instructors should make every effort to meet their class(es) at the scheduled time. If an instructor must be absent, it is his/her responsibility to make arrangements to have a qualified, approved substitute cover their class(es) whenever possible.																						
Enter your dean's <u>username</u> in the field as indicated below then click the  icon to populate the dean's full name in the space provided.																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Division</th> <th>Dean</th> <th>Dean's Username</th> </tr> </thead> <tbody> <tr> <td>Behavioral and Social Science</td> <td>Xiaoping Wang</td> <td>nes\xpwang</td> </tr> <tr> <td>Technologies</td> <td>David Blair</td> <td>nes\dlblair</td> </tr> <tr> <td>Health Professions</td> <td>David Bryant</td> <td>nes\dlbryant</td> </tr> <tr> <td>Humanities</td> <td>Francis Canedo</td> <td>nes\ffcaneo</td> </tr> <tr> <td>Math</td> <td>Malissa Trent</td> <td>nes\mbtrent</td> </tr> <tr> <td>Science</td> <td>Chris Hitechew</td> <td>nes\clhitechew</td> </tr> </tbody> </table>	Division	Dean	Dean's Username	Behavioral and Social Science	Xiaoping Wang	nes\xpwang	Technologies	David Blair	nes\dlblair	Health Professions	David Bryant	nes\dlbryant	Humanities	Francis Canedo	nes\ffcaneo	Math	Malissa Trent	nes\mbtrent	Science	Chris Hitechew	nes\clhitechew	
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<b>Course</b>	<b>Class will be covered by an approved substitute</b>	<b>Instructions for Class</b>																					
1st Course <input type="text"/>	<input type="radio"/> Yes, enter name below <input type="radio"/> No	<input type="text"/>																					
2nd Course <input type="text"/>	<input type="radio"/> Yes, enter name below <input type="radio"/> No	<input type="text"/>																					
3rd Course <input type="text"/>	<input type="radio"/> Yes, enter name below <input type="radio"/> No	<input type="text"/>																					
<input type="button" value="Submit"/>		<input type="button" value="Cancel"/>																					