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.

*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\ffcanedo
Math	Malissa Trent	nes\mbtrent
Science	Chris Hitechew	nes\clhitechew

Semester	▼	
Banner ID (REQUIRED)	*	*
Date(s) of Absence		
Reason for Absence		
	Dean's Username	*
	ENTER USER NAMES THAT APPEAR IN THE LIST ABOVE ONLY.	

1. Faculty Staff>Northeast State Forms

Choose Northeast State Forms

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 <mark>NES\</mark> in front of your username. Example: NES\tdbartlett

Choose

Name will display if logged in correctly.

3. Choose "Submit a New Absence Request Form"

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.

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 √ to populate their name.

ADJUNCT INSTRUCTOR NOTIFICATION OF ABSENCE FORM

Procedures	This form is to be completed if you must be absent from a scheduled class session. **NOTE:** 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 username in the field as indicated below then click the 📖 icon to populate the dean's full name in the space provided.

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\ffcanedo
Math	Malissa Trent	nes\mbtrent
Science	Chris Hitechew	nes\clhitechew

Semester	[dropdown] ▼
Banner ID (REQUIRED)	[ ] * [ ] * [ ] *
Date(s) of Absence	[ ] *
Reason for Absence	[ ] *
	Dean's Username [ ] 📖 * [ ]
	ENTER USER NAMES THAT APPEAR IN THE LIST ABOVE ONLY.

Course	Class will be covered by an approved substitute	Instructions for Class
1st Course *	○ Yes, enter name below ○ No [ ]	[ ]
2nd Course	○ Yes, enter name below ○ No [ ]	[ ]
3rd Course	○ Yes, enter name below ○ No [ ]	[ ]

Submit	Cancel