

FACULTY SCHEDULES

When colleagues, departmental members, and university administrators cannot contact you at your office, they call the Departmental Office to find out when you will be available. Please let Annette or Christine know when you will be expected back so that she can pass along this information to them.

It is essential to let the Departmental Office know if you are not going to be on campus for an extended period. If you are ill and cannot make a class, contact Annette or Christine well before your class.