UNIVERSITY OF WISCONSIN WHITEWATER
COLLEGE of LETTERS AND SCIENCES

REQUEST FOR 3-DAY A WEEK ON-CAMPUS SCHEDULE

L&S faculty and instructional staff with full-time appointments are expected to maintain a four-day-a-week teaching /office hour schedule and to be physically on campus for at least half a day for at least four days per week during the contract period when regular classes are in session. There may be legitimate reasons to make exceptions. Consequently, department chairs may authorize a three-day- a-week teaching/office hours schedule on a semester by semester basis. This option would be appropriate for faculty/staff teaching night classes, those who are teaching one or more online courses during the semester, and those who provide a written explanation that make a four-day week on campus schedule especially difficult during a given semester. The faculty or instructional staff member must reapply each semester for departmental approval.

Name:_____ Date: _____

Year: _____Semester: ☐ Spring ☐ Fall

Written explanation for request:

□ Approved □ Not Approved

Comments: _____

_____

_____

Signed: _____ Date: _____
Department Chairperson

Signed: _____ Date: _____
Dean (Note: Dean's signature on request is for acknowledgement/recording/filing purposes.)