

**Department of Mathematics – KFUPM**

**Teaching Arrangements During Faculty Absence**

<b>Semester</b>		
<b>Courses Taught this Semester</b>		
<b>Period of Absence</b>	<b>From:</b> .....	<b>To:</b> .....
<b>Reasons (e.g., Personal, Conference/Meeting Attendance, etc.)</b>		
<b>Details, if the reason is other than personal (Name of Conference/Meeting, duration, etc.)</b>		
<b>Arrangement/(s) proposed to cover the class/(es)</b>		

<b>Faculty Proposing the Arrangements</b>	<b>Faculty Accepting the Arrangements</b>
<b>Name:</b> .....	<b>Name:</b> .....
<b>Signature:</b> .....	<b>Signature:</b> .....

<p><b>Approval</b></p> <p>.....</p> <p><b>Department Chairman</b></p>
---