

Part-Time Faculty Absences and Class Cancellations

Reporting Procedures as Directed by the Deans

Health, Business & Professional Services <i>(Krista Fox and Julie Benson)</i>	Arts, Humanities & Social Sciences <i>(John Falskow)</i>	Communication & Transitional Studies <i>(Kim Flack)</i>	Science, Technology, Engineering & Mathematics <i>(Katie Gulliford)</i>
In the event you are going to be absent or arrive late to class:			
<ul style="list-style-type: none"> Send an email to HBPS Absence Notifications at: hbpsabsencenotifications@testtacomacc.onmicrosoft.com Please cc your immediate supervisor. Send your message with "High Importance" Include the following in your email: <ul style="list-style-type: none"> - Name of class - Class # - Time of class - Location of class (building & room #) - Instructions for students (if any) You will receive an email confirmation once signs have been posted Support staff will ensure the removal of signs 	<ul style="list-style-type: none"> Send an email to FRC@tacomacc.edu Please cc John Falskow and your department chair Send your message with "High Importance" Include the following in your email: <ul style="list-style-type: none"> - Name of class - Class # - Time of class - Location of class (building & room #) - Instructions for students (if any) You will receive an email confirmation once signs have been posted Support staff will ensure the removal of signs <p style="text-align: center;"><u>Gig Harbor Campus</u></p> <ul style="list-style-type: none"> If you are teaching at the Gig Harbor Campus, please also copy Melanie Johnson, majohnson@tacomacc.edu, and Kathy Boll, kboll@tacomacc.edu on your email. 	<ul style="list-style-type: none"> Send an email to FRC@tacomacc.edu Please cc Jessica Trujillo, Kim Flack, your department chair, and for basic skills only, Rebecca Jayasundara (ABE, AESL, and IBEST) Send your message with "High Importance" Include the following in your email: <ul style="list-style-type: none"> - Name of class - Class # - Time of class - Location of class (building & room #) - Instructions for students (if any) You will receive an email confirmation once signs have been posted Support staff will ensure the removal of signs <p style="text-align: center;"><u>Gig Harbor Campus</u></p> <ul style="list-style-type: none"> If you are teaching at the Gig Harbor Campus, please also copy Melanie Johnson, majohnson@tacomacc.edu, and Kathy Boll, kboll@tacomacc.edu on your email. 	<ul style="list-style-type: none"> All Science and Engineering Adjuncts have mailboxes in Building 15; report absences/cancellations to FRC@tacomacc.edu, Molly Hagan, Patrice Bunge, and your department chair All Math Adjunct Faculty in AFC should report absences/cancellations to FRC@tacomacc.edu, Molly Hagan, Jared Abwawo, Patrice Bunge, and Katie Gulliford Send your message with "High Importance" Include the following in your email: <ul style="list-style-type: none"> - Name of class - Class # - Time of class - Location of class (building & room #) - Instructions for students (if any) You will receive an email confirmation once signs have been posted Support staff will ensure the removal of signs