

# HOW TO COMPLETE THE INSTRUCTOR UNAVAILABILITY FORM:

## THE INSTRUCTOR UNAVAILABILITY FORM

The Instructor Unavailability Form is used to indicate the instructor's *unavailability* by term. Unavailability could be constricted for specific reasons. For a detailed list of these reasons, read the Class Scheduling Procedures page under the Prioritization: Requests from instructors section located at: <https://www.mcgill.ca/classschedule/schedulingprocedures>.

### SPECIAL NOTES:

- The Instructor Unavailability Form is available on Minerva. Watch a sample [video](#) on how to fill out this form. *(Available at the McGill Stream platform).*
- Even if an instructor plans to be on sabbatical (or other leave) during the academic year, an unavailability form should be submitted in case the leave is postponed or cancelled.
- Specific course/section information should not be included on this form; non-instructor information should be included on the Course Constraint Forms ONLY.