SUBSTITUTE PAY FOR FACULTY

I. PURPOSE

Describes the college's policy and procedures concerning substitute pay for faculty absences.

II. POLICY

A. Each faculty member is expected to meet and dismiss all assigned classes on time.

B. Whenever an unavoidable circumstance makes it impossible for a faculty member to meet a particular class, the faculty member must notify the appropriate division chair (or in the absence of a division chair, the Office of Academic Affairs) as soon as possible. The division chair or other appropriate officer in the Office of Academic Affairs will authorize a qualified substitute where appropriate.

C. Whenever an instructor must be absent for a period of time not exceeding a week, his/her colleagues will substitute without compensation. When a colleague substitutes in a given class in excess of a week, the substituting colleague will be compensated for the extra class meetings at the part-time faculty rate.

(POLICY APPROVAL: 9-20-95, Board of Trustees)

III. PROCEDURES

A. Payment to substitutes must be authorized by the division chair or other supervising administrator.

B. The substitute fills out a time sheet provided by the Office of Personnel and Payroll and gives it to the supervisor. The supervising administrator reviews the sheet, enters the budget number to be charged, signs the sheet, and forwards it into the Office of Personnel and Payroll.

IV. GUIDELINES

A. Faculty substitutes for planned absences are suggested by the faculty person and approved by the department head.

B. Serving as a substitute is by mutual consent of the faculty member and the division chair authorizing the substitution.

C. The absent faculty member may be required to furnish evidence of the circumstances requiring such absence.

Reg 855