Substitute Instructors Policy Statement

College Administration hereby recognizes that the best instruction occurs when the regular instructor is present. Unfortunately, such attendance is not always possible. When absences occur, it is the policy of the College that alternatives are provided that are instructionally sound and have minimal adverse impact on classroom instructors. The administration expects that the following actions are taken in order to meet these three criteria.

- Full-time and adjunct instructors should give as much notice as possible to Academic Deans prior to an absence.
- Full-time faculty use the substitute pay earning code on the timecard to receive compensation for substituting. Supervisors approve the time entered according to the regularly scheduled deadlines.
- Adjunct faculty complete a substitute report form to receive compensation for substituting for a full-time faculty. The form is signed by the faculty who required the substitute as well as their Academic Dean.
- Adjunct faculty who have another adjunct faculty substitute for them is responsible for paying the substitute.