

Policy and Procedure

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Division/Department: Academic Affairs

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Subject: Substitute Teaching

Authorities: Chief Academic Officer (CAO) and Chief Human Resources Officer (CHRO)

Purpose: The purpose of the policy is to provide a definition for substitute teaching and to ensure consistent use and compensation of substitute teachers.

Policy:

The need for substitute teaching will be decided by the CAO on a case by case basis. Instruction to be delivered by the substitute instructor will be directed by the primary instructor. A substitute teacher must meet system established minimum qualifications.

- Substitute teachers typically will not be provided for short-term (three consecutive days/classes or less) assignments.

Procedure:

In the event a substitute teacher is needed, the instructor requesting a substitute must:

- Request approval from the CAO, determine funding source, and determine who will contact substitute teacher.
- Once above is determined, CAO approves substitute assignment.
- Upon approval, CAO Administrative Assistant will create and Appointment Notice and notify the CHRO. The program instructor requesting the substitute teacher must provide detailed information necessary to conduct class in their absence. The program instructor must inform the substitute teacher to report to the CAO's office to sign the Appointment Notice; the CAO's Office will inform the substitute teacher about the need to submit time sheets for the days/hours worked.
- In case of an emergency, the instructor requesting the substitute teacher will first attempt to notify the CAO. If the CAO is not available, the instructor will contact the CHRO.

Substitute teachers are compensated according to the MSCF compensation procedure.

All approved substitute teachers must have, on file with the College, appropriate employment documentation, as required by the Human Resources Department, prior to being compensated.

Responsibilities: Unlimited full-time, unlimited part-time, temporary full-time, temporary part-time faculty, CAO and CHRO.

Dissemination: This policy will be disseminated to all personnel via the campus intranet and/or website.

Reviewed by Leadership Team: 12-16-03

Reviewed by Faculty Senate: 02-12-03

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