

Part-time faculty will only be paid by the college for hours actually worked. In the event that a part-time faculty member must be absent from an assigned class the following procedures will be used to insure continuity of instruction.

- (A) If the absence is due to a sudden illness or emergency, the faculty member should notify the college as soon as possible. For daytime classes, the department chair, dean, and/or appropriate administrative assistant should be notified. For evening or Saturday absences, the main reception desk and/or evening administrator should be contacted. If time allows, the department chair will make arrangements for a substitute instructor. If a substitute cannot be found, and time allows, an effort will be made to notify students by phone of the class cancellation. A cancellation notice will be placed on the classroom door. This notice may include instructions from the instructor regarding assignments, tests, etc.
- (B) If an instructor knows well in advance of the need to miss a class, he/she must notify the appropriate department chair and work with that individual to arrange for a qualified substitute instructor to teach the class. Under no circumstances should a part-time faculty member arrange for a substitute without the knowledge and approval of the appropriate department chair or dean.
- (C) Reimbursement for the substitute instructor may be handled in one of the following ways: by mutual agreement among the instructor, the department chair or dean, and the substitute instructor, in consultation with human resources.
- (1) The college may reduce the absent instructor's payment for the term by an amount equal to the time missed from class. The college will then pay the substitute instructor at his/her designated part-time rate of pay.
 - (2) The instructor and the substitute may simply agree to exchange the favor of class coverage, with approval from the relevant department chair(s). If this is done, it is understood that the instructor will be willing to cover a class for the substitute at some point in the future and no money will be deducted from the instructor's pay or paid to the substitute instructor.

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CERTIFIED ELECTRONICALLY

Certification

03/11/2015

Date

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