

Substitution Policy and Call-In Procedures

Faculty members are required to maintain regular attendance and punctuality. Not only are regular attendance and punctuality conditions of faculty employment, they are also critical elements in the College's efforts to maintain high levels of student service and satisfaction. Still, the College recognizes that faculty may occasionally be absent from their regularly scheduled work activities due to illness, attendance at scheduled professional conferences, or exigent circumstances. In instances when faculty are unable to attend a scheduled class or professional responsibility, the following substitution procedures **must** be followed.

Contractual and CCC Policy Reference Points

The goal and the spirit of this substitution policy is to promote, whenever possible, active learning for the students enrolled in all courses parallel to Article VI(A)(3) of the Local 1600 Union Faculty Collective Bargaining Agreement ("CBA"), and Academic Policy Manual 10.06.

Local 1600 CBA - Article VI(A)(3)

Substitutes.

The Department Chairperson has the option to designate a substitute for a class if a teacher is expected not to be able to attend and teach that class. This provision applies to the first class session of a course and to all classes, regardless of the number of hours for which the class meets. A qualified substitute from within the department will be assigned by the department chairperson, and the faculty member who substitutes shall be compensated at fifty percent (50%) of his regular base rate of pay.

Academic Policy Manual – Number 10.06

Arrangements for Substitute Teaching

A faculty member may not, on his/her own initiative, make arrangements for class coverage when said faculty member is on an approved leave or is otherwise absent. Arrangements for such substituting shall be made by the Department Chair, within in the provisions of the Board-Union Agreement (Local 1600), with the approval of the Academic Dean and/or Academic Vice President.

It shall be the primary responsibility of the Department Chair to insure that all instances of absence and substitute coverage, including unauthorized coverage, are reported to the Academic Dean and/or Academic Vice President.

Faculty members will not be compensated for substituting unless the coverage was arranged by the Department Chair with the approval of the Academic Dean and/or Academic Vice President.

Types of Calls For Substitution

Timely – Advance notification of at least 24 hours that a substitute is needed.

Emergency- Less than 24 hours of advance notification that a substitute is needed.

Note that pursuant to the Academic Policy Manual, faculty cannot assign a substitute themselves when one is needed.

Call-in Procedures

Timely Call for Substitution

In the event of a *Timely Call For Substitution*, faculty must send an email to or call **both** the department secretary and the department chairperson. The email must identify the class and section which needs a substitute instructor, and must contain the lesson plan for the scheduled class along with any special instructions for the substitute.

Upon receipt of the notification email, the following will occur:

1. A call for qualified/vetted instructors will be made in the area needing the substitute by the department chairperson or his or her designee.
2. If a qualified/vetted instructor is not found to be available or to be interested, a general call for an instructor from all areas will occur, as academically appropriate and defined by the department chairperson.
3. If a full time or part time faculty member is not found to be available or to be interested in substituting, the class will be cancelled, a cancellation notice displayed, and an attendance sign-in sheet posted by the department secretary or department chairperson.. If at all possible, the absent faculty member will email the students informing them of the cancellation.

Emergency Call for Substitution

In the event of an *Emergency Call For Substitution*, faculty must contact, via email or telephone, both the department secretary and the department chairperson. If neither is available, faculty must contact security to inform students. The faculty member must identify the class and section which needs a substitute instructor, and must clearly communicate (in writing or verbally if by phone) the lesson plan for the scheduled class along with any special instructions for the substitute.

The process of responding to an *Emergency Call for Substitution* will be structured identically to a *Timely Call for Substitution* described above. However, the process must be expedited depending on the window of time after the identification of the need for a substitute and the beginning time of the scheduled class needing substitution.

Faculty Cancelling Class

Faculty cannot self-initiate a class cancellation. Faculty must follow the *Substitution Policy and Call-in Procedures* in order to find a faculty member to facilitate active student learning. If neither the department chair nor secretary are available, and security is contacted to cancel the class, faculty are required to follow up with the chair and department secretary.

Substituting Class Time Prohibited

Alternative class meeting times cannot be substituted for a scheduled meeting time. When students enroll for a course they are registering for specific days and times on a scheduled grid.