

SUBSTITUTES

Definition:

A substitute shall be an individual employed in emergency situations for an assignment expected to last less than one semester. The character of the assignment is unchanged by the circumstance that the assignment continues for the entire semester.

The following policies shall apply to substitutes:

Salary:

Substitutes are to be paid on the adjunct salary scale, i.e., the per contact hour rate divided by fifteen, and the substitute paid for each class hour of work. (See schedule below.) Substitutes shall be paid only if officially hired as a substitute by the Office of Instruction.

Promotion Eligibility:

Employment as a substitute shall not count toward the semester or credit requirements for promotion.

Selection:

Every effort should be made to notify all qualified full-time faculty in the discipline on the campus 48 hours before the substitute assignment would begin. Full-time faculty with less than the maximum overload should be preferred over senior faculty with maximum overload. Then, the most senior full-time faculty member volunteering should be given prime consideration. If no volunteers are found, full-time faculty on the other campuses should be offered the work and then adjuncts.

Limitations:

Substitute hours shall not be counted as part of the total workload and shall not constitute an excess of load.

No one individual shall receive more than one section on a substitute basis before the mid-semester point if he/she has been assigned maximum overload or adjunct load.

SUBSTITUTES

PAGE 2

Limitations: No one individual shall receive more than two sections on a substitute basis before the mid-semester point.

It should be understood that the faculty member who is absent due to illness must charge sick leave whether or not a paid substitute is provided.

The Administration shall notify the Faculty Association as soon as possible after a substitute has been assigned of the name of the substitute, the name of the faculty member requiring such coverage, the sections covered, and the per hour rate.

SUBSTITUTE PAY SCHEDULE

(per 50 minute hour; multiply by 1.2 for 60 minutes, 1.5 for 75 minutes, 1.7 for 85 minutes, 2 for 100 minutes, 2.2 for 110 minutes, etc.)

SPRING 1983 - FALL 1983

Instructor	\$22.07
Assistant Professor	24.73
Associate Professor	27.40
Professor	31.00

SPRING 1984

Instructor	\$23.40
Assistant Professor	26.07
Associate Professor	28.73
Professor	32.33

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