

3004. ADMINISTRATIVE REGULATIONS
ON SUBSTITUTE INSTRUCTORS

3004.1 It shall be the responsibility of the Administrative Dean, Human Resources, to administer these regulations.

3004.2 Only properly qualified full-time and temporary faculty shall be used as substitute instructors. The Administrative Dean, Human Resources, shall verify that substitutes have met all District requirements prior to being authorized to serve in the classroom.

3004.3 Substitute instructors may only be used when the instructor of record is absent from duty and a request has been made to fill the absence.

3004.4 During the first three weeks of the Fall and Spring semesters the use of substitutes for classes assigned to "Staff" will be allowed. In this instance, the substitute must be a member of the full-time faculty. No temporary faculty will be allowed to substitute for "Staff" at any time. The time cards for the full-time faculty substituting under this exception must be approved by the Vice President of Academic Affairs prior to submission to Payroll.

For atypical length classes, e.g. 15 weeks, 9 weeks, etc., a substitute for "Staff" may only be used for the first one-sixth of the class sessions. After that period of time, an instructor must be assigned to the class.

<u>Course Length</u>	<u>Substitute for Unstaffed Class</u>
15 weeks	2.5 weeks
9 weeks	1.5 weeks
6 weeks	1.0 weeks

3004.5 Instructional Deans will be responsible for submitting a list of the classes assigned to "Staff" including the names of the full-time faculty who will serve as substitutes. This list shall be submitted prior to the beginning of each semester for regularly scheduled classes and at an appropriate date for atypical date classes to the Vice President of Academic Affairs, Director of Fiscal Affairs, and the Administrative Dean, Human Resources.

Any modifications to the list must be approved by the Instructional Dean and a revised list submitted.

3004.6 An instructor shall notify the Department Head or Division/Department Secretary of an absence as far in advance as possible. Instructors shall follow established divisional procedures for notification of the need for a substitute and for obtaining the substitute.

3004.7 The Department Head, in consultation with the Instructional Dean, will determine whether a substitute will be assigned when the regularly scheduled

instructor is absent. The responsibility for obtaining the substitute shall be as determined in that division (instructional dean, department head, or instructor).

3004.8

All contract/regular instructors shall be routinely elected for the academic year to serve as substitutes as needed. Temporary, hourly instructors and substitute only, hourly instructors may be elected upon request of the appropriate department head and/or instructional dean to serve as substitutes. The substitute election will expire at the end of the fiscal year.