

# GUIDELINES FOR SUBSTITUTE OR REPLACEMENT FACULTY

## **I. DAY-TO-DAY SUBSTITUTE**

When a substitute is hired for “day-to-day” substitute work, it is not necessary to count the hours toward load. If assistance is needed to determine whether the assignment should be considered day-to-day or long-term, please consult the division dean.

## **II. ADVANCE APPROVAL OF SUBSTITUTE**

Advance approval from the division dean is required if a substitute is expected to teach a class for two weeks or longer or if a day-to-day substitute extends to two weeks or longer.

## **III. DAY-TO-DAY SUBSTITUTE ASSIGNMENT WHICH CONVERTS TO LONG-TERM**

If the substitute instructor begins the assignment as day-to-day, but the assignment becomes long term (2 weeks or longer), the full assignment must be counted toward the instructor’s load. FTE will be calculated for the entire assignment (day to day plus long term).

## **IV. LONG-TERM SUBSTITUTE – The original instructor is expected to return to finish the term**

Load value must be assigned to a long-term substitute assignment. It is advisable to run a Payroll Notice Status Report for the intended long-term substitute in order to verify that the substitute’s total assignments for the semester will not exceed 67%. In no case may a part time faculty member’s assignment exceed 67% for the fall or spring semester.

If assistance is needed to determine whether the assignment should be considered day-to-day or long-term, please consult the division dean.

## **V. REPLACEMENTS**

When an original instructor discontinues employment with the district, the replacement instructor is considered a replacement, rather than a substitute, and load value must be assigned to the replacement instructor’s assignment. It is advisable to run a Payroll Notice Status Report for the intended replacement in order to verify that the replacement’s total assignments for the semester will not exceed 67%. In no case may a part time faculty member’s assignment exceed 67% for the fall or spring semester.

Prepared by Office of Instructional Services  
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