

Article 29: Substitutes

29.01 QUALIFICATIONS OF SUBSTITUTES: Substitute assignments must be given to someone who has the required minimum qualifications for the assignment.

29.02 DESIGNATING A SUBSTITUTE ASSIGNMENT

- A. **Regular Faculty:** It is the expectation of collegial responsibility for regular faculty to occasionally “cover” assignments for absent colleagues, in lieu of hiring a substitute instructor.
- B. **Adjunct Faculty:** Adjunct faculty shall not be required to “cover” assignments without compensation, but must be hired as substitutes if they are to provide substitute services for faculty who are absent.
- C. **Decision to Hire:** The Department Chair, or Program Director if there is no Department Chair, will determine the necessity of hiring a regular or adjunct faculty member for a substitute assignment. Factors to consider include:
 - 1. Unavailability of regular faculty colleagues to cover the assignment.
 - 2. Anticipated duration of the absence.
 - 3. Nature of the assignment.
- D. **Load Increases for Adjunct Faculty:** While Department Chairs determine the necessity for a substitute assignment, the supervising administrator is responsible for approving load increases for adjunct faculty. Therefore, Department Chairs shall clear such assignments with their supervising administrators so that acceptable adjunct loads are not exceeded.
 - 1. Generally speaking, substitute assignments are considered as load in determining adjunct faculty workload.
 - 2. Adjunct faculty loads exceeding 55% require the approval of the appropriate Vice President.

29.03 SUBSTITUTE BUDGET: The District shall create and fund a budget to cover payment for substitute assignments.

- A. **Administrative Approval:** Administrative approval of the staff development activity or travel shall constitute approval for payment of substitutes from District funds, including AB 1725, to the extent that funds are available.
- B. **Supervising Administrators:** The substitute budget normally shall be assigned to the supervising administrators for administrative purposes.

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