

## **AP 7210-2 Faculty Substitutes**

- 1.0 In case of absence, faculty members are expected to notify, in accordance with the collective bargaining agreement, their immediate management supervisor, who shall determine the need for a substitute. Faculty members shall not engage any substitute unless the immediate management supervisor has authorized the substitution in advance.
- 2.0 Faculty members may agree to substitute during hours other than those for which they have scheduled duties. Any substitute service by a faculty member must be approved in advance by the faculty member's immediate management supervisor.
- 3.0 It is the responsibility of the immediate management supervisor, with the approval of the President /Provost or designee, to make the necessary arrangements where a substitute is to be provided.
- 4.0 Regular and contract faculty are approved to substitute in the discipline or service for which they meet the minimum qualifications and are otherwise qualified, as determined by the District.
- 5.0 Temporary faculty who are on the current payroll are automatically approved to substitute on a class-by-class basis during the term for which they are employed, for not more than 20 faculty duty days, in the discipline or service for which they meet the minimum qualifications and are otherwise qualified, as determined by the District.
- 6.0 Persons not on the current payroll must be recommended for employment as a substitute in writing by the immediate management supervisor and must be approved by the Office of Human Resources prior to service.

**Date of Adoption:** April 27, 2009 Chancellor's Cabinet