

## **FACULTY ABSENCES + ARRANGING FOR A SUBSTITUTE INSTRUCTOR**

In an effort to clarify the use of substitute teachers for degree program courses, the Office of The Dean of Faculty has drafted the following Substitute Teaching Policy. Please become familiar with the policy detailed below and implement it when making arrangements for substitute teachers, but please make every effort to meet with your classes and only use substitutes when absolutely necessary.

### **PROTOCOL FOR TEACHING ABSENCES AND SUBSTITUTE INSTRUCTORS**

The goal of SAIC is to provide a substantive educational experience for students and a good working environment for faculty. Substitutions should be used only when other options are not available. However, if in the case of illness, emergencies, or professional activities that can't be rescheduled\*, a faculty member may use the following protocol:

Planned absences must be noted in the syllabus, recorded by the Department approved in advance by the Department Chair and the Associate Dean of Budget and Administration. As a first choice option, Department Chairs should encourage faculty members to offer make up dates for missed classes that are scheduled. Faculty members may also arrange to "swap" with each other in the event of absences; that is, to cover a class for one another without receiving additional payment. As with all absences, the Department Chair must approve swaps, and the Associate Dean of Budget and Administration must be notified of both faculty members' absences.

When absolutely necessary, and with approval from the Department Chair, paid substitutions will be provided by the Dean's Office, at a rate of \$250 per class (regardless of contact hours) for no more than two absences per course per faculty member during any given semester. In the interest of the educational experience, these limits also apply to faculty swaps.

Similarly, if a faculty member arranges a visiting lecture, demonstration, or presentation during a class, the visitor is not a substitute teacher and the faculty member must be present (Departments have various honoraria budgets for such occasions). TA-As who are currently working in the department may substitute for faculty at their regular rate of pay.

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\*Professional Obligations: Exhibition Opening/Closing; Design Meeting/consultation; Participation on a lecture panel/Presenting at an out-of-town conference will be approved. Institutional obligations, such as graduate reviews, faculty searches, graduate interviews, events/trips for Admissions, preparation for tenure review will NOT be approved.

### **WHO MAY BE HIRED AS A SUBSTITUTE?**

- Full-time faculty members (including Full-Time Visiting Artists) may substitute for another faculty member without additional pay.
- Part-time faculty members, employees of SAIC/AIC, and independent contractors may substitute for faculty and receive pay.
- TA-As may substitute for faculty and receive their regular rate of pay.

### **WHO MAY NOT BE HIRED AS A SUBSTITUTE?**

- TA-Bs may not be hired as substitutes.
- Non-TA students may not be hired as substitutes.
- A visiting artist, lecturer, presenter may not be used as a substitute.

## SUBSTITUTE TEACHING PROCEDURES

### For Pre-approved Faculty Substitutions

1. Faculty members **MUST** contact their Department Chair to request approval for the planned absence. This request should be submitted prior to the start of the semester. The absence, if approved by the Department Chair, should then be noted in the class syllabus. The Administrative Director can help arrange for the hiring of a substitute instructor (if necessary).
2. If the Department Chair approves of the substitution request, they (or their Administrative Director) must send to **both** Associate Dean of Budget and Administration **and** Faculty Employment Resources prior to the faculty absence:
  - the course syllabus
  - an email outlining the reason for the substitution
  - One Time Payment request form (if substitute instructor is an employee)
3. The Associate Dean of Budget and Administration will notify the Department of the outcome of their substitution request.
- 4a. (Substitute is employee) If approved, the Faculty Employment Resources representative will sign and return One Time Payment request form to Department. Substitute instructor should sign the form **immediately after services are rendered**. The payment request can then be submitted to Payroll.
- 4b. (Substitute is not an employee) If approved, substitute instructor should complete Acknowledgement of Independent Contractor Status and Substitute W-9 form **immediately after services are rendered**. The completed form and an Invoice Payment Request should be sent to Faculty Employment Resources.

### For Emergency Substitutions

1. Faculty members **MUST** contact their Department Chair and Administrative Director as soon as possible in the event of an emergency absence. The Administrative Director can help arrange for the hiring of a substitute instructor (if necessary).
2. The Department Chair or their Administrative Director must send to **both** Associate Dean of Budget and Administration **and** Faculty Employment Resources:
  - an email outlining the reason for the substitution
  - One Time Payment request form (if substitute instructor is an employee)
3. The Associate Dean of Budget and Administration will notify the Department of the outcome of their substitution request.
- 4a. (Substitute is employee) If approved, the Faculty Employment Resources representative will sign and return One Time Payment request form to Department. Substitute instructor should sign the form **immediately after services are rendered**. The payment request can then be submitted to Payroll.
- 4b. (Substitute is not an employee) If approved, substitute instructor should complete Acknowledgement of Independent Contractor Status and Substitute W-9 form **immediately after services are rendered**. The completed form and an Invoice Payment Request should be sent to Faculty Employment Resources.