

SUBSTITUTE TEACHING POLICY AND PROTOCOL

March 14, 2018

Requests for substitutes are limited to 2 per course per faculty member per semester. Departments are responsible for tracking substitute requests to ensure this limit is not exceeded.

Options (in order):

- #1 Department Chairs/Directors should encourage faculty members to reschedule missed classes. The rescheduled class needs to mirror the student contact hours of the class that was missed. Alternate make-up opportunities need to be provided to students who cannot attend the rescheduled class
- #2 Department Chairs/Directors should encourage faculty members to arrange for a swap with another faculty member. A swap involves covering classes for one another without receiving additional payment.
- #3 Departments may hire a substitute. Substitutes are limited to 2 per course per faculty member per semester.

Planned absences (professional activities):

Planned absences should be approved in advance of the semester by the Department Chair/Director and noted in the syllabus. Examples of professional activities:

- Exhibition opening/closing
- Design meeting/consultation
- Participation on a lecture panel
- Presenting at an out of town conference

Planned absences may generally not include the following; exceptional requests should be reviewed by the Department Chair and the Dean of Faculty:

- Institutional obligations; graduate reviews, faculty searches, graduate interviews, admissions events/trips
- Personal obligations

Unplanned absences (i.e. illness, emergencies, jury duty):

Unplanned absences need to be communicated to your Department Chair/Director as soon as possible.

Eligible substitutes and rate of pay:

- Full-time faculty members, including Full-time visiting artists (no additional pay)
- Part-time faculty members, employees of AIC/SAIC, independent contractors (based on contact hours – see below)
- TA-A's (regular rate of pay)

Substitute compensation process:

- The Dean's Office will fund substitutes at a rate of \$250 per class for classes that are 3 contract hours or more and \$125 for classes that are less than 3 contact hours.
- If the substitute is a current employee, the Administrative Director will prepare a One Time Payment form for the Dean of Administration, Budget, and Planning to review.
- If the substitute is not a current employee, the Administrative Director will prepare the paperwork to hire an Independent Contractor for the Dean of Administration, Budget, and Planning to review.