

## **FACULTY ABSENCES AND SUBSTITUTE TEACHING POLICY AND PROTOCOL**

**Updated January 27, 2025**

*Absences (both planned and unplanned) are limited to 2 per course per faculty member per semester. Department administrators are responsible for tracking substitute requests to ensure this limit is not exceeded.*

*Options A, C and D listed below count towards one of the absences permitted. Option B is limited to 3 class sessions (after that, you must arrange for a substitute).*

*Classes with more than 1 faculty (i.e. team teaching) are still required to follow policy and protocol.*

### **If a faculty member is absent from class the options include, in order of preference:**

- A. Arrange for another faculty member to provide coverage. A swap involves covering classes for one another with no additional payment.
- B. Deliver curriculum online. Develop a class session that the instructor and students can complete remotely. The online session can be synchronous, if held during the class' standard time frame, or asynchronous. Canvas provides numerous tools and options for organizing and delivering online content, particularly asynchronous content. The online course content must be suitable for online delivery (synchronous or asynchronous) and be equivalent to what would have been delivered in class. Faculty are strongly encouraged to have pre-planned online content ready to deliver online in the event of unplanned absence (such as due to illness).
  - 1. A maximum of three sessions of any in-person course may be held online. If an in-person faculty has held three classes online, for planned curricular purposes, planned absence, or unplanned absence, or any combination of those reasons, they will be required to arrange an in-person substitute or a swap for any additional permitted absence. See Option C, below.
- C. Arrange for a substitute. Substitutes are limited to 2 per course per faculty member per semester. The process of arranging for a qualified substitute is the faculty member's responsibility. The administrative staff will facilitate the payment to the substitute hired.
- D. Reschedule the missed class. 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. If practical, you can add time to the end of class over a period of several sessions. Course sessions cannot be rescheduled during Critique Week or an established school holiday. Note:

Given the difficulty of arranging a reschedule and the disruption this can cause to students' schedules, no more than one course session can be rescheduled due to instructor absence. The Dean's Office recommends rescheduling a session as the option of last resort.

**Planned absences (professional):**

Planned absences must be approved in advance of the semester by the Department Chair and noted in the syllabus. Planned absences cannot take place during the Add/Drop time period. Team-teaching absences are counted in the same way that single instructor courses are counted. Examples of planned absences:

- Out of town Exhibition opening/closing related to the subjects or field of expertise the faculty member is employed by SAIC to teach
- Out of town Design meeting/consultation related to the subjects or field of expertise the faculty member is employed by SAIC to teach
- Participation on an out of town lecture panel related to the subjects or field of expertise the faculty member is employed by SAIC to teach
- Presenting at an out of town conference related to the subjects or field of expertise the faculty member is employed by SAIC to teach

**Planned absences (personal):**

- Wedding; yours or close family member only (only options A, B, and D are available)

**Planned absences not permitted:**

Planned absences may not include the following:

- Institutional obligations; graduate reviews, faculty searches, interviews, admissions events/trips
- Personal obligations that are elective and non-essential to professional practice, and unrelated to your field of expertise

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

Unplanned absences need to be communicated to your Department Chair 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/Instructor of Records (regular rate of pay)

**Substitute compensation process:**

The Dean's Office will fund substitutes at a rate of \$300 per class for classes that are 3 credit hours or more and \$150 for classes that are less than 3 credit hours.

- If the substitute is a current SAIC employee, the departmental administrative team will submit a One-Time Payment form.
- If the substitute is not a current SAIC employee, the departmental administrative team will submit the paperwork to hire an Independent Contractor through Concur.