

COVID-19 Illness Substitution Policy

September 2, 2020

[The Faculty Absences and Substitute Teaching Policy and Protocol](#) is for planned absences (professional), planned absences (personal), or an illness that causes a faculty member to miss 2 or fewer classes.

The COVID-19 Illness Substitution Policy applies to any COVID-19 related absences. You can find the most current information on COVID-19 exposure and medical care on the [SAIC Make Ready](#) web page.

Please notify human resources at saic.covid.report@saic.edu of any COVID-19 related cases.

SAIC may ask any community member to isolate and quarantine if they are confirmed to have COVID-19, [likely have COVID-19](#), or have been identified by SAIC's Case Management Team or the Chicago Department of Public Health (CDPH) as a close contact with someone who has COVID-19.

After an initial report is made, the member of the Contact Tracing Team will advise about the necessity of self-isolation or self-quarantine and will discuss the duration of your leave.

If during your absence you are feeling well enough to teach:

- Continue to teach online if the curriculum permits
- If the class can't be taught online, your Department will hire an additional faculty member or TA-A
- You will continue to advise for the course, to teach online when possible, and to be paid salary

If you are too ill to teach:

- Current full-time or adjunct faculty members may apply for up to 12 weeks of [paid medical leave](#).
- Lecturers will continue to be paid at their per course rate for the remainder of the semester
- Your Department will hire a replacement faculty member. Please make sure your Department Chair is aware of the duration of your absence.

REPLACEMENT TEACHING:

If the replacement faculty is a full-time faculty member:

- If the need is for 1 or 2 classes, the full-time faculty member will not be paid, as outlined in the Substitute Teaching Policy
- If the need is for more than 2 classes, the full-time faculty member will be given research funds in the following year based on the pro-rated sum of their per-course salary rate, up to 7 weeks
- If the need is for 8 or more weeks, the full-time faculty member will be given one course release in the following year to be taken in a semester that is mutually agreeable to the faculty member and their chair

If the replacement faculty is a part-time faculty member:

- If the need is for 1 or 2 class sessions, the part-time faculty member will be paid \$300 for each class session, as outlined in the Substitute Teaching Policy
- If the need is for more than the 2 class sessions that are covered by the Substitute Teaching Policy the part-time faculty member will be paid their pro-rated per course rate for the classes taught, up to 7 weeks
- If the need is for 8 or more weeks, the part-time faculty member will be paid their full per course rate

Department Chair/Senior Administrative Director must contact SAIC-FER@saic.edu regarding any changes to faculty contracts.