

## FACULTY ABSENCES AND SUBSTITUTE TEACHING POLICY AND PROTOCOL

Revised: February 26, 2020

*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.*

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

### **If a faculty member is absent from class the options include:**

- A. 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.
- B. Arrange to provide coverage by another faculty member. A swap involves covering classes for one another with no additional payment.
- C. Provide an on-line make up session. Develop a class session on-line in Canvas that students can complete remotely to make up the class. The modality of the class must be appropriate for on-line delivery and course content must be equivalent to what would have been delivered in class.
- D. Hire a substitute. Substitutes are limited to 2 per course per faculty member per semester. This is arranged through your departmental administrative team with prior approval from the Chair.

### **Planned absences (professional):**

Planned absences must be approved in advance of the semester by the Department Chair and noted in the syllabus. Planned absences should not be scheduled 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 C are available)

### **Planned absences not permitted:**

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, 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. The make-up policies for planned absences also apply to unplanned absences.

**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) \*\*TA-B's/Graduate Assistants are ineligible

**Substitute compensation process:**

- The Dean's Office will fund substitutes at a rate of \$300 per class for classes that are 3 contract hours or more and \$150 for classes that are less than 3 contact hours.
  - If the substitute is a current SAIC employee, the departmental administrative team will submit a One Time Payment form for the Dean of Administration, Budget, and Planning to review.
  - If the substitute is not a current SAIC employee, the Administrative Director will submit the paperwork to hire an Independent Contractor through Concur for the Dean of Administration, Budget, and Planning to review.