

**SOUTH FLORIDA STATE COLLEGE
ADMINISTRATIVE PROCEDURES**

PROCEDURE NO. 5110

TITLE: SUBSTITUTE-INSTRUCTIONAL

BASED ON POLICY: 5.11 SUBSTITUTE PERSONNEL

OFFICE OF PRIMARY RESPONSIBILITY: VICE PRESIDENT FOR ADMINISTRATIVE SERVICES

I. Purpose:

To provide criteria for the employment of substitute instructional staff

II. Procedure:

A. Utilization of full-time or part-time personnel as substitutes

The president or designee is authorized to utilize qualified full-time or part-time faculty, administrators, and professional staff as substitutes.

1. Full-time faculty in regular employment may substitute for other instructional personnel provided such employment does not conflict with their assigned duties.
2. When full-time faculty are paid for substituting, they shall be paid on an overload basis for all courses/credits/hours in which they substitute.
3. Part-time faculty may substitute and will be paid for all substitute duties at the established substitute rate.
4. Instructional aides may substitute for the full-time instructors in their assigned areas if the absence extends beyond three consecutive days, but only if the aide is qualified to teach the class in accordance with SFSC's Professional Standards for Faculty and Academic Administrators. The rate of compensation is equivalent to substitute instructional pay.
5. Administrators and professional staff may substitute for instructional personnel and will be paid at the appropriate overload rate, provided such employment does not conflict with their assigned duties.
6. A person who is not fully qualified to teach in the discipline may be employed as a temporary substitute only in cases of emergency.

B. Compensation of substitute personnel

The rate of compensation for substitute pay will be reflected in the current salary schedule.

C. Substitution request

Substitution must be for an authorized absence of a faculty member. An authorized leave form must be turned into the appropriate academic dean for all absences requiring a substitute. A copy of the authorized leave form must accompany the substitute's pay voucher. In the case of a substitute for an adjunct, a copy of the adjunct faculty's pay request form with the deleted hours noted should accompany the substitute's pay request form.

D. Long-term absences

1. Long-term absences are defined as those lasting more than two consecutive weeks.
2. Full-time faculty: In the event of a long-term absence of a full-time faculty member, the dean may recommend hiring a full-time, temporary replacement. In such an event, the vacancy would be filled in accordance with standard recruitment and selection procedures.
3. Adjunct faculty: In the event of a long-term absence or termination of an adjunct instructor during a scheduled class, the dean may elect to replace the adjunct faculty with another qualified individual as the instructor of record for the class.

HISTORY: Last Revised: 10/6/20

Adopted: 8/1/89

Reviewed: -

Revised: 2/6/02, 9/13/05, 10/6/20