



Administrative Rules

SUBJECT: Substitute Professors

AR#: 6.06.004

Based on Board Policy:

[F-6 Staffing](#)

Recommended by Council/President: Academic and Campus Affairs

Date Approved/Amended: 02/01/2008

Value Statement

ACC expects students to receive quality instruction throughout the duration of the course term, and for instructor absences to be rare. When an absence is unavoidable, students are expected to receive appropriate learning alternatives, or have a qualified substitute.

Administrative Rule

1. Faculty teaching college-credit courses are expected to meet all their classes for the length of time scheduled.
2. The expectation is that absences will be rare. When an absence is anticipated, a faculty member should contact the Department Chair as early as possible. The Department Chair will determine whether the class will be cancelled or a qualified substitute assigned. When an unanticipated absence occurs, a faculty member should attempt to find a qualified substitute. If a qualified substitute cannot be found, the faculty member should notify the Campus Administration Office and Department Chair to ensure that a cancellation notice is posted to inform students.

President/CEO: Stephen B. Kinslow Date: 03/13/09