



## *Guidelines/Procedures*

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**SUBJECT:** Substitute Professors

**Guideline/Procedure for AR#:** [6.06.004](#)

**Date Effective:** 02/01/08; amended 07/06/12, 03/06/15, 03/04/16

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### **Guidelines**

Substitute pay must involve a short-term assignment and include full class period instructional responsibility. A professor will not be paid as a substitute for “meeting a class” for dismissal purposes. In the event it becomes apparent that a professor will be absent for an extended period of time, college policies regarding leave shall apply and a regular substitute professor will be assigned by the Department Chair.

### **Procedures for Substitutes:**

#### **Anticipated Absences:**

When a faculty member anticipates being unable to conduct class, the faculty member will:

- Notify the Department Chair as soon as possible.
- Recommend a qualified instructor (someone currently teaching at ACC or on the current Eligibility List) to teach the class.
- If the faculty member is unable to find a substitute, the Department Chair will try to find a substitute.
- If a substitute cannot be located, and the class must be cancelled, the Department Chair will contact the Campus Manager’s Office to ensure that appropriate notice is posted to inform students.

#### **Unanticipated Absences:**

When a faculty member is unable to conduct a class because of unanticipated circumstance like illness or other emergencies the faculty member will try to find a qualified instructor (someone currently teaching at ACC or on the current Eligibility List) to teach the class.

- Notify the Department Chair as soon as possible.
- If the faculty member is unable to find a substitute, and the class must be cancelled, the faculty member will contact the Campus Manager’s Office to ensure that appropriate notice is posted to inform students.
- The Campus Manager’s Office will notify the Department Chair and Dean that a class has been canceled.

President/CEO: Richard M. Rhodes Date: 04/13/16

### **Process for Paying Substitutes:**

The Department Chair will process the substitute pay stipend.

### **Instructions for paying Substitutes:**

- Figure the number of hours substituted;
- Multiply current pay rate per Employment and Compensation Information Manual by hours substituted; and
- Enter and approve stipend for Substitute teacher in the P.A. System.  
Link: <https://eapps.austincc.edu/pas/>

### **List of where Substitute pay rate is posted:**

- In Employment and Compensation Information Manual. See: Hourly Rate Scales, for Faculty; and
- On the Compensation website. Link: <http://www.austincc.edu/hr/compensation/index.php>. Click on Current year Employment & Compensation Information Manual.

### **Deducting Pay for Adjunct Faculty Absences:**

#### **For adjunct faculty:**

- For classes with more than 20 scheduled meetings, no deduction from pay will occur for missing up to 2 scheduled class meetings.
- For classes with 20 or fewer scheduled meetings, no deduction from pay will occur for missing 1 scheduled class meeting.

Deductions may be made for additional absences at the current hourly substitution rate--with the exception of absences for the following purposes, which are valid and excused:

- **Jury Duty:** When an adjunct faculty member receives a summons to serve on a jury, and the summons requires an appearance during any scheduled classes, the employee's pay will not be deducted for those classes. Upon receipt of the notice, the adjunct faculty member must submit a copy of the summons to the department chair prior to the appearance date.
- **Bereavement:** An adjunct faculty member may choose not to have his/her pay deducted for missing any classes during three working days when the death of an immediate family member occurs. Immediate family is defined as spouse, parent, brother, sister, child, grandparent, grandchild, father-in-law, mother-in-law, brother-in-law or sister-in-law, son-in-law, daughter-in-law.
- **Military Duty:** An adjunct faculty member whose absence from class is due to his/her performing active duty or military training with his/her Reserve or National Guard unit may not have any pay deducted during seven (7) consecutive days (not seven working days) in a given semester, on the condition that either (1) the faculty member provided written notification of the absence to the department chair and the college's chief human resources officer within one business day of receiving duty notice himself/herself, or (2) the Secretary

of Defense deemed the absence without notice to be of military necessity. A copy of the official military orders must be submitted to the college's chief human resources officer as soon as is reasonably possible.

- **Becoming a Parent:** An adjunct faculty member may choose not to have his/her pay deducted for missing any classes during twelve (12) consecutive days (not twelve working days) at the time of the birth or adoption of a child.
- **Volunteer Fire Fighters' Emergency:** When an adjunct faculty member who is a volunteer fire fighter is called upon to respond to an emergency fire situation, and the duty requires fire-fighting activity during any scheduled classes, the employee's pay will not be deducted for those classes, as long as (1) the faculty member has previously produced an active membership card (to the Department Chair) that certifies the employee as an active responding member of a volunteer fire department, (2) the faculty member has notified his/her Department Chair that he/she has been asked to respond to an emergency fire, and (3) the faculty member reasonably keeps the Department Chair informed about the status of his/her emergency duties and expected date/time of return to work.

### **Substitutions via Professional Courtesy**

Faculty members may, if they choose, substitute for each other as a professional courtesy between colleagues, without pay.