

**Category:** Academic

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Faculty Substitute Pay

**Policy Statement:** Faculty members who serve as substitutes will be reimbursed at the rate of \$30 per contact hour. This policy does not preclude the practice of substitution by faculty members through mutual agreements and approval of their immediate supervisor. When this option is chosen, it is understood that there will be no remuneration, other than exchange of services.

**Procedures:** Substitute pay will be approved by the Dean of Academics or Dean of Technical Education & Workforce Development prior to the substitute teaching and submitted to the Human Resources Office. Faculty members who substitute a Continuing Education instructor shall receive the same rate as the regular instructor for the class.

**Contacts:** Vice President for Instruction and Student Services, Dean of Academics and Dean of Technical Education & Workforce Development

**Approved Date:** 7/31/2013

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Faculty Substitute Pay

**Related Form:** NONE