



Category

POLICY: 5-17 Substitute Instructors

Approval

LT Approved: November 2, 2023
Effective Date:
Revised: October 30, 2023
Responsible Party: Academic Vice Presidents

Policy Statement

College Administration recognizes that the best instruction occurs when the regular instructor is present. Unfortunately, such attendance is not always possible. When absences occur, it is the policy of the College that alternatives are provided that are instructionally sound and have minimal adverse impact on classroom instruction. The administration expects that the following actions are taken in order to meet these criteria.

- Full-time and adjunct instructors should give as much notice as possible to Academic Deans prior to an absence.
- Full-time faculty substituting for adjunct faculty are to complete and submit a “Substitute Instructor Pay Form” to their Academic Dean (via the Academic Coordinator) to request additional compensation for substituting. The Academic Deans (or designee) review and approve the substitute pay forms and forward to Payroll for payment. The forms are to be submitted to payroll according to the regularly scheduled payroll deadlines, in the same payroll period when the work was performed. If a full-time faculty member is identified to be the substitute instructor, additional pay is at the discretion of the Dean.
- Adjunct faculty substituting for a full-time faculty are to complete a “Substitute Instructor Pay Form” to receive compensation for substituting. The rate of pay is the regular substitute rate paid by the Academic Division for the class taught, multiplied by the number of hours worked. The form is signed by the faculty who required the substitute as well as their Academic Dean (or designee). The Dean (via the Academic Coordinator) is to forward the form to Payroll for payment according to regularly scheduled payroll deadlines, and in the same pay period when the work was performed.
- Adjunct faculty who substitutes for another adjunct faculty member must be an active status college employee and will be paid through a FLAC pay agreement (through the payroll system) for the classes taught. The rate of pay is the regular substitute rate paid by the Academic Division for the class taught, multiplied by the number of hours worked.
- Adjunct faculty who are absent and require another faculty member (fulltime or adjunct) to teach their class will have a reduction made to their current pay agreement to cover the cost WSU Tech paid to the substitute.