



Procedure 308-04 Substitute Teaching

Sponsor: Academic Affairs

Purpose

The purpose of the substitute teaching procedure is to provide a definition for substitute teaching and to ensure consistent use and compensation of substitute teachers.

Definitions

Substitute A substitute is a qualified individual who will provide coverage on a short-term basis for a full-time or part-time faculty who is temporarily unable to perform their teaching duties.

Procedure

If a full-time or part-time faculty is temporarily unable to perform their teaching duties, a substitute shall be assigned. Generally, these assignments extend no longer than one week. Instruction to be delivered by the substitute will be directed by the regular faculty. Exceptions to the one-week limit require approval by the appropriate instructional dean. In cases where the absence will be prolonged, the original faculty may be replaced on a permanent basis for the remainder of the course to provide continuity for students. Classes shall not be cancelled for more than one consecutive scheduled session (or an equivalent amount of time in an online section) without a substitute being assigned unless permission is granted by the supervisor and instructional dean.

Process

At the beginning of each semester, the Academic Scheduling Coordinator polls current full- and part-time faculty to compile a list of those interested in substituting. The Academic Scheduling Coordinator then fills out the secondary position form for each person on the list and submits it to Human Resources and Payroll, who inform the faculty, their supervisor, and the Academic Scheduling Coordinator of the maximum number of hours the faculty can substitute.

If a class session is cancelled, the faculty immediately sends notification of the cancellation to classcancellations@coconino.edu. Classes should not be cancelled twice or more in a row without securing a substitute, even if alternative assignments are given. If a substitute is needed, the faculty and their supervisor work together to identify and schedule a qualified substitute (a substitute must meet the faculty credentialing standards outlined in Procedure 310-01 in order to provide specific content-based instruction while substituting). The faculty then fills out the Faculty Leave & Substitute form and submits it to the Academic Scheduling Coordinator. The Academic Scheduling Coordinator reviews and signs the form (to ensure that a substitute's available hours are not exceeded), then sends it to the supervisor and instructional dean for their signature(s). The final signed form is then submitted to Payroll and Human Resources with carbon copies to the faculty, the substitute, and their supervisor(s).

Work Hours and Compensation

Substitutes are paid at the hourly rate established in by the District Governing Board and posted on the Human Resources website (see Procedure 444-02 Compensation). To determine the number of hours paid for substituting, instructional contact hours for the class(es) covered are rounded to the nearest quarter

hour. An additional one-half of the rounded instructional contact hours is added for preparation. Total combined hours are then rounded to the nearest quarter hour.

All faculty utilize sick leave when unable to perform their teaching duties (see Procedure 410-04 Sick Leave).

References

Procedure 310-01 Faculty Credentialing

Procedure 410-04 Sick Leave

Procedure 444-02 Compensation

Procedure History

04/02/2020 New

05/11/2011 Revised and Reformatted (formerly Procedure 470.3) and Approved by College Council

03/30/2021 Revised and approved by Executive Leadership Council

07/14/2025 Revised Sponsor from Academic and Student Affairs to Academic Affairs

Legal Review

None