

NORTHWEST FLORIDA STATE COLLEGE
Policy Number 6Hx17-5.12

TITLE	SUBSTITUTE PERSONNEL
REFERENCE	
HISTORY	Local Language Revised December 1996

Local Language

Substitute personnel are authorized for faculty members on sick leave or professional leave. Substitute personnel must be approved by the President or his designee.

A full-time instructor who is absent from the College for reasons other than sick leave, illness-in-the-line-of-duty leave, or professional leave of absence shall have the responsibility to attend to the coverage of his/her obligations by a properly qualified person as judged by the Vice President for Instructional Services on recommendation of the Division Director or Department Chair.

For part-time personnel, if the college makes arrangements for a substitute teacher then the part-time faculty member's pay should be adjusted on a day-to-day basis to cover the substitute's pay. Other substitute arrangements will be approved in advance by the division director/department chair.

Full-time College personnel who are teaching during the summer terms on a part-time basis may have paid substitutes when the full-time faculty member takes appropriate leave.