



Northwest Florida State College

TITLE: SUBSTITUTE PERSONNEL

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SIGNATURE OF BOARD SECRETARY:

PURPOSE OF POLICY

To establish policy regarding the coverage of classes when faculty are on leave.

Local Language

Substitute personnel are authorized for faculty members on sick leave or professional leave. Substitute personnel must be approved by the President or the Vice President of Academic Affairs.

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 of Academic Affairs based upon the recommendation of the appropriate Dean/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 appropriate Dean.

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

Full and part-time faculty are required to report any class cancellations to their respective Program Chair as soon as possible. Program Chairs will ensure appropriate leave is taken by full-time faculty.