

## SOLANO COMMUNITY COLLEGE DISTRICT

### DAY-TO-DAY FACULTY SUBSTITUTE

4410

**POLICY:** Providing a day-to-day substitute shall be at the sole discretion of the District. Prior to an anticipated short-term absence, unless such absence is not predictable, a faculty member (instructional or non-instructional) shall request that his/her immediate supervising administrator provide a day-to-day substitute. This request shall be in writing to the supervisor. All granted requests shall be approved in writing by the supervisor and the applicable Vice President.

A day-to-day substitute is usually approved for pedagogical necessity and/or support services reasons only, i.e., (1) a scheduled examination provided by the faculty member needs to be proctored by a substitute and/or (2) instruction from the faculty member's provided lesson plan that meets the class syllabus/course outline will be presented by a substitute, or (3) the support service necessitates such a substitute, e.g., counselor or librarian.

The faculty member shall make a written request for a day-to-day substitute to the supervising administrator at least ten (10) calendar days prior to the date of absence. If the absence is unpredictable, e.g., temporary illness, the faculty member shall notify the supervising administrator as soon as possible for consideration of providing a substitute.

Under no condition shall faculty members arrange for their own substitute. All approved substitutes shall meet the discipline's and/or service area's District minimum qualifications if instruction or support services are to be given. If the sole purpose of the substitute is to proctor an examination or supervise a laboratory class, exceptions may be made for otherwise qualified academic temporary or regular faculty members to substitute by the supervising administrator.

**SOLANO COMMUNITY COLLEGE DISTRICT**

**DAY-TO-DAY FACULTY SUBSTITUTE (Continued)**

**4410**

Approved substitutes shall be paid in accordance with placement criteria on the current District Adjunct Faculty Salary Schedule or any applicable revised/replacement salary schedule addressing academic employee substitute pay.

**REFERENCES/**

**AUTHORITY:**

Solano Community College District Governing Board

California Education Code, Section 87482.5

JGM/zg  
BP 4410

**ADOPTED:**

April 3, 1972

**REVISED:**

February 18, 1987

May 3, 2006