

## Substitute Policy for the CREDIT Classes at City College of San Francisco

   
(prepared and distributed by DCC and Vice Chancellor Tom Boegel in August 2018, based on past practice)

- 1) There will normally be **no paid substitute for an instructor's first absence** from a class. (It would be a benefit to students if the instructor/department could encourage a colleague to substitute on a voluntary basis when this first absence occurs).
- 2) **Paid substitutes can be hired for the first absence** from class under the following conditions:
  - a) when the instructor will be absent from the first or second meeting of the beginning of the semester;
  - b) when the instructor will be absent from a class that meets for 2 hours or 3 hours (that is, beyond the normal one hour for MWF classes or beyond the 1-1/2 hours for TR classes), or class meets once a week;
  - c) when the instructor already knows that the first absence will be the beginning of a long-term absence (e.g., selected for jury case, heart attack, recuperation surgery, etc.);
  - d) when the Department Chair believes it is absolutely necessary and essential for some over-riding reason that the absence be covered. Examples of such cases are:
    - total instructional hours required for certification,
    - when the instructor will be absent from a major scheduled examination and where it would be detrimental to the students/course to reschedule,
    - when the instructor will be absent from a class where a contract for services has already been made and will have to be paid even if the class is not held (e.g., model hired to sit for an art class, etc.),
    - multisection of a major lecture class – (e.g. CHEM 101A with 9 sections of labs)
- 3) Paid substitutes in almost all instances will be provided commencing with the second regular meeting of a class and will continue until an instructor returns.
- 4) **NO** paid substitute can be assigned for instructors attending conferences, seminars, meetings, or workshops unless there is a prior approval from the Provost.