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

(prepared and distributed by DCC and Vice Chancellor Tom Boogel 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)

   For other situations not covered by the above examples, please consult with either your School Dean or the Provost before assigning a substitute.

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.**