

SUBSTITUTE INSTRUCTOR

Policy:

A substitute instructor will be provided if the regular instructor is absent for a specific number of days due to illness.

Procedure:

1. An instructor who must be out of school for more than five (5) consecutive days due to illness should notify his or her immediate supervisor. The College may then employ a substitute instructor.
2. Instructors within the instructor's department should be given an opportunity to teach the extra classes for pay.
3. Each instructor should have his or her course syllabus prepared so that a substitute instructor can follow the planned objectives of the course.