

## GUIDELINES FOR HIRING SUBSTITUTE FACULTY

	Definition	Time Frame	Pay	Job Code
<b>Short-term Substitute</b>	A faculty employee who is assigned temporary substitute duty of a short duration CBA 20.8	20 consecutive calendar days or less	faculty substitute rate (hourly rate)	2356
<b>Long-term Substitute</b>	When it is not known at the time of appointment whether or not a regular faculty member will be returning from his/her absence after 20 days, the replacement should initially be hired as a substitute. If the appointment goes on for more than twenty days, a regular lecturer appointment must be made for the substitute employee.	More than 20 consecutive calendar days	compensated in WTU's as a lecturer	2358

**Additional Clarification** An already FT faculty member (whether tenured, probationary, or temporary) cannot go over 1.0 timebase without violating Ar (substitute work is not of a substantially different nature than their primary or normal employment (i.e., teaching is teaching).

Faculty on "paid" leaves are considered to be in work status (thus, full-time status)

**Procedures for hiring substitutes**

- 1) Look at the department part-time pool for qualified individuals
  - three year part-time qualified lecturers with unfilled entitlements have first priority
  - one year part-time qualified lecturers with unfilled entitlements have second priority
  - qualified part-time lecturers without an entitlement have third priority
- 2) If a certain expertise is needed which is only available from a current T/T-T faculty member, release the T/T-T faculty member from part of his/her assigned classes to cover the needed class, and hire a "substitute" for his/her vacated class time.
- 3) Locate a qualified individual outside the department pool and add them to the pool.