

**Pine Technical College**

**Policy and Procedure**

**Policy Number:** 221 REV 1

**Date:** December 11, 2002

**Revision Date:** March 9, 2007

**Division/Department:** Academic Affairs

**Author:** Hamid Y. Eydgahi

Revised By: Carol Abell and Mary Jo Mettler

**Subject:** Substitute Teaching

**Authorities:** Chief Academic Officer and Human Resources Director.

**Purpose:** The purpose of the policy is to provide a definition for substitute teaching and to ensure consistent use and compensation of substitute teachers.

**Policy:** The need for substitute teaching will be decided by the CAO on a case by case basis. Instruction to be delivered by the substitute instructor will be directed by the primary instructor. A substitute teacher must meet system established minimum qualifications.

- Substitute teachers typically will not be provided for short-term (three consecutive days/classes or less) assignments.

**Procedure:** In the event a substitute instructor is needed, the instructor requesting a substitute must:

- Complete the request form and forward it to the CAO for approval.
- Upon approval, a copy will be sent to the Human Resources Department for processing.

Substitute teachers are compensated according to the MSCF compensation procedure.

All approved substitute teachers must have, on file with the College, appropriate employment documentation, as required by the Human Resources Department, prior to being compensated.

**Responsibilities:** Full- and Part-time faculty and CAO and Human Resources Director

**Dissemination:** This policy will be disseminated to all personnel via the campus intranet and/or website.

**Reviewed by Leadership Team:** 12-16-03

**Reviewed by Faculty Senate:** 02-12-03

**Revision Reviewed by Leadership Team:** 3/19/07

**Revision Reviewed by Faculty Shared Governance:** 4/11/07

**Approved:** \_\_\_\_\_

**Approved date:**

Robert L. Musgrove, Ph.D, President