

Proposed Addition to Workload Policy

3. B. 8. Substitute Instruction

If a full-time or part-time instructor takes over instruction of a full term (16-week) or compressed (8-week) course during a semester for a period over one week, each instructor will be paid appropriately and retroactively, based upon the weeks or approximate weeks that each instructor taught. All other applicable sections of the Workload Policy will apply to this Substitute Instruction section for both full-time and part-time instructors.

In the case of a shorter than 8-week class the applicable Dean and the Office of the Vice President of Student and Academic Affairs will work together with the instructors to determine the appropriate pay for each instructor based on the percentage of time taught by each instructor.

If the full-time faculty member who is not able to teach the class is in overload, the overload payment will be adjusted for the percentage of class time missed.