Policy Number: 103
Policy Title: Alternate Coverage of Classes
Policy Council Review Date(s): 9/20/11
PPAB Approval Date: 10/4/11

**POLICY:**

Faculty members absent from class are responsible for arranging appropriate coverage.

**PROCEDURE:**

When faculty members are absent from class, they must notify their department chair

A. Alternate Instruction

The department chair must approve the faculty member’s plans for alternate instruction. If the chair is unavailable, the division dean or campus evening coordinator must approve the plan. The department chair will retain a record of the agreement. The alternate instruction will cover the anticipated absence and adhere to the course syllabus. Alternate instruction may utilize online instruction or varying times or locations.

B. Substitute Instructors

1. All substitutes must be approved academic instructors within the University System of Georgia.
2. An instructor may substitute with or without compensation.
3. Instructors are permitted to substitute for each other on an exchange basis without compensation.
4. In the event of a long-term absence, the department chair with the approval of the division dean will arrange for the class to be taught by an approved substitute. The substitute instructor will be compensated as follows:
   - The division dean must approve a decrease to an assigned part-time instructor’s salary or use of leave by a full-time employee and an increase to the substitute’s salary.
• If a full-time faculty substitutes for a part-time instructor, the division dean must approve a decrease to the part-time instructor’s salary unless an exchange is arranged.
• The department chair will forward a memorandum approving any transaction between faculty to Payroll Services and Human Resources.
• Compensation for a substitute instructor is charged to the budgeted part-time funds of the appropriate department.

Approved by CAB 4/25/01
Approved by PPAB 10/4/11