

# Faculty Substitution Policy

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## **For EMERGENCIES**

Examples: medical emergency, death in the family, unavoidable accidents

Contact the Office of Academic Affairs to inform, and if known, provide an approximate length of time for absence. All instructors must contact students (or request assistance to do so) and provide an appropriate solution which may include one of the following:

1. Reschedule
2. Provide an out-of-class work assignment
3. Schedule a class on Blackboard/Elluminate
4. Ask a colleague to teach
5. Arrange for a guest speaker
6. Make arrangements for a substitute and contact OAA

MSC has a small fund to pay emergency substitutes at \$25 per hour; however, this is for EMERGENCIES only. The Director or his/her designee has final approval for paying emergency substitutes.

## **For SCHEDULED EVENTS**

Examples: conferences, vacation

Full-time Faculty must have the Director's prior approval. Adjunct Faculty must consult with their respective Coordinators prior to scheduling activities that prevent them from fulfilling their teaching assignments. All instructors must contact students and provide an appropriate solution which may include one of the following:

1. Reschedule class
2. Provide an out-of-class work assignment
3. Schedule a class on Blackboard/Elluminate
4. Ask a colleague to teach
5. Arrange for a guest speaker
6. Make arrangements for a substitute and contact OAA

MSC is not obligated to pay for scheduled substitutes. This includes substitutes for both full-time and adjunct Faculty.

## **OTHER CONSIDERATIONS**

**Family employment:** Faculty employing immediate family members as a substitute is prohibited. This is in compliance with Alaska Ethics Act (AS 39.52.010 through 960). Effective January 1, 1999, "immediate family member" is defined by statute to include spouse, child, including stepchild or adopted child, parent, sibling, grandparent, aunt or uncle of the employee, a parent or sibling of the employee's spouse. It also includes "another person cohabiting with the [employee] in a conjugal relationship that is not a legal marriage", children, and parents are unable to substitute on your behalf.

**Substantial absences:** If Adjunct Faculty are absent a substantial part of the semester (three or more classes), compensation will be reconfigured appropriately. If absences are known in advance of the semester starting, the appointment letter must reflect these absences.