5.4.13 Faculty/Instructor Obligations for Class Coverage

Last Revised: January 2016

Policy Statement: Piedmont Community College (PCC) requires all curriculum faculty and continuing education instructors to obtain a qualified, approved substitute if they are unable to meet scheduled instructional time.

Purpose/Definitions: Employees receive a written contract of employment, as an agreement between the employee and PCC. Should the curriculum faculty or continuing education instructor be unable to meet scheduled class(es) for sickness or personal reasons, that person is responsible for finding a qualified, approved substitute.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Vice President, Instruction and Student Development and the Vice President, Continuing Education has monitoring authority for this policy.

Procedure: Curriculum faculty and continuing education instructors are responsible for obtaining a qualified approved substitute should it become necessary to miss any scheduled instructional time for sickness or personal reasons. Curriculum faculty may provide an out of class assignment with approval of their immediate supervisor and forward a copy to Director, Student Records. Continuing Education instructors must make up the time. Prior approval must be obtained from the immediate supervisor and appropriate vice president for qualified substitutes. For classes offered on campus, the evening supervisor and the switchboard operator should be notified when a substitute is necessary. For classes held off campus, appropriate off-site personnel must be notified.

NOTE: THE COLLEGE WILL NOT PAY CURRICULUM FACULTY SUBSTITUTES FOR INSTRUCTIONAL SERVICES.

Exceptions may be made in cases of emergency illnesses or extended recovery periods for full-time personnel or other special circumstances as authorized by the appropriate vice president, or his/her designee.

The office of the appropriate vice president must be consulted if temporary arrangements in the class schedule become necessary.

Legal Citation: N/A

History: Effective October 12, 1988; Revised October 2001, January 2016