



Faculty Absence and Substitute Approval Form

The following steps apply when faculty are absent from assigned classes. Please refer to the faculty handbook for guidance about faculty absences and substitute pay.

Step 1. Faculty members contact their division director and program director/department chair if they will be unable to teach an assigned class.

Step 2. The faculty member, program director, and division director determine if the class must be cancelled, alternate work assigned, or if a suitable substitute can be located. If a class is to be cancelled, the faculty member is responsible for notifying students of the class cancellation. The faculty member can e-mail students through the learning management system, post an announcement, or call the students. If a substitute can be found, the faculty member is responsible for briefing the substitute regarding the scope of the class, the objectives to be presented in the class, and any homework assignments or assessments, and will provide any materials necessary for instruction.

Step 3. The faculty member will complete this form and attach documentation of absence (i.e. Leave Request Form or e-mail). Compensation for substitute faculty will be paid at the adjunct rate and will come out of the appropriate program or department budget. The Administrative Assistant will forward the form to the payroll office.

Assigned Faculty Member: _____ Substitute Faculty Member: _____

	Class Name	Lec/Lab or Clin	# of Hours	Date Taught	Index #
1					
2					
3					
4					
5					
6					

Substitute signature: _____ Division Director signature: _____

This form must be submitted to the Payroll Office by the last day of the pay period in which the substitute teaching occurred.

