

# Polk State College Procedure

Subject	Reference	Date	Number
Substitutes or Teaching Faculty	Rule 3.12 SBE Reg. 6A 14.060	12/16/11	1007

## I. Purpose

The purpose of this procedure is to assign responsibilities, delegate authority, and establish operating rules for securing qualified substitutes for instructional staff who are unable to be present to fulfill their assigned teaching responsibilities.

## II. Procedure

- A. First priority in selecting substitute instructional staff will be quality. The appropriate SACS credential criterion will be considered when selecting and assigning substitutes.
- B. A full-time faculty member may substitute only if substituting does not interfere with previously and regularly assigned duties.
- C. Individuals employed as substitutes must be active in the Polk State College Human Resource system.
- D. Polk State College operates in accordance with EA/EO policies. The Human Resources Office will provide appropriate support as required. However, each academic campus is responsible for maintaining its own active list of qualified substitutes.
- E. A substitute's duties will include the following:
  - 1. Taking and reporting attendance.
  - 2. Carrying out the instructional plan provided by the absent instructor.
  - 3. Providing the absent instructor with a report on the class activities conducted in the instructor of records' absence.
- F. Instructors who will be absent from classes they are assigned to teach are expected to notify the appropriate academic dean in a timely manner and in advance of the absence. In addition, they are expected to provide the substitute with complete instructions for conducting the class(es) to which the substitute is assigned.
- G. All absences will be appropriately and accurately coded on time sheets and in applicable cases, reflected in appropriate leave documents.
- H. Compensation for substitutes will be at the rate established in the published current Polk State College Salary Schedule.
- I. The appropriate campus will be responsible for initiating and completing all processes, paper or electronic, necessary to the assignment and compensation of instructional substitutes.

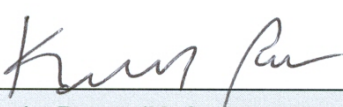
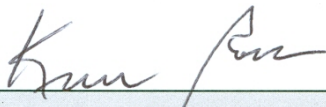

**History:**

Adopted: October 29, 1973

Revised: July 22, 1975; November 1, 1979; July 7, 2000; November 28, 2006; December 16, 2011

**Distribution:**

All Holders of Polk State College Procedures Manual

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Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
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President's Approval			Date