

FACULTY ABSENCES AND SUBSTITUTE TEACHING POLICY AND PROTOCOL

8/8/25

Absences (both planned and unplanned) are limited to 2 per course per faculty member per semester. The process of arranging for a qualified substitute is the faculty member's responsibility. The administrative staff will facilitate the payment to the substitute hired.

Department administrators are responsible for tracking substitute requests to ensure this limit is not exceeded.

Options A, B, and C listed below count towards one of the absences permitted.

Classes with more than 1 faculty (i.e. team teaching) are still required to follow policy and protocol.

If a faculty member is absent from class the options include, in order of preference:

- A. Arrange for another faculty member to provide coverage. A swap involves covering classes for one another with no additional payment.
- B. Arrange for a substitute. Substitutes are limited to 2 per course per faculty member per semester. The process of arranging for a qualified substitute is the faculty member's responsibility. The administrative staff will facilitate the payment to the substitute hired.
- C. Reschedule the missed class. The rescheduled class needs to mirror the student contact hours of the class that was missed. Alternate make-up opportunities need to be provided to students who cannot attend the rescheduled class. If practical, you can add time to the end of class over a period of several sessions. Course sessions cannot be rescheduled during Critique Week or an established school holiday. Note: Given the difficulty of arranging a reschedule and the disruption this can cause to students' schedules, no more than one course session can be rescheduled due to instructor absence. The Dean's Office recommends rescheduling a session as the option of last resort.

Planned absences permitted (professional):

Planned absences must be approved in advance of the semester by the Department Chair/Director and noted in the syllabus. Planned absences cannot take place during the Add/Drop time period Examples of planned absences:

- Out of town Exhibition opening/closing related to the subjects or field of expertise the faculty member is employed by SAIC to teach
- Out of town Design meeting/consultation related to the subjects or field of expertise the faculty member is employed by SAIC to teach
- Participation on an out of town lecture panel related to the subjects or field of expertise the

faculty member is employed by SAIC to teach

- Presenting at an out of town conference related to the subjects or field of expertise the faculty member is employed by SAIC to teach

Planned absences permitted (personal):

- Wedding; yours or close family member only

Planned absences not permitted:

- Institutional obligations; graduate reviews, faculty searches, interviews, admissions events/trips
- Personal obligations that are elective and non-essential to professional practice, and unrelated to your field of expertise
- Participation in a residency
- Teaching at another institution

Unplanned absences (i.e. illness, emergencies, jury duty, funerals):

- Illness
- Jury Duty; employees summoned for jury duty will be granted time off to serve as a juror. Fees granted by the courts for jury service and transportation will be retained by employees and not offset against their School pay
- Funeral for a covered family member; “covered family member” means the employee’s child, stepchild, spouse, domestic partner, sibling, parent or step-parent, parent-in-law, sibling-in-law, grandchild, and grandparent.

Eligible substitutes and rate of pay:

- Full-time faculty members, including Full-time visiting artists (no additional pay)
- NTT faculty members, employees of AIC/SAIC, independent contractors
- TA-A’s/Instructor of Records (regular rate of pay)

Substitute compensation process:

Substitute Faculty teaching a course for a day shall be compensated in the amount of half day rate for a class less than three credit hours, and full day rate for a class that is three credit hours or more.

- If the substitute is a current SAIC employee, the departmental administrative team will submit a One-Time Payment form
- If the substitute is not a current SAIC employee, the departmental administrative team will submit the paperwork to hire an Independent Contractor through Concur
- Charge expenses to 501-5548

Faculty substitutes covering FML/Parental/Caregiver/Medical leaves:

- If covering 2 weeks or less (usually 2 class sessions, sometimes 4), we pay the day rate via OTP
- If covering more than 2 weeks due to another faculty being on one of the approved leaves mentioned above, we pay a pro-rated salary on a letter of appointment (i.e., A faculty member substituting for 6 weeks of a 15-week semester will receive a .4 load on their letter for the class). Contact SAIC-FER@saic.edu to facilitate this process.

Additional notes for NTT faculty:**Bereavement Leave**

The Employer shall approve a request during the academic year for a substitute for eligible Unionized Faculty Members to use for one day of bereavement leave related to the death of a covered family member. The use of an approved substitute under this Section for any class taught on the day of bereavement leave shall not count against the Unionized Faculty Member's substitution allotment outlined in Article 20.

Time Off for Union Activities

Union representatives shall be allowed time off without pay for Union Certified Steward Training. Such time off shall not be detrimental in any way to the employee's record. Such unpaid time shall be limited to a cumulative total of six (6) days per calendar year for the entire bargaining unit and two (2) days per individual member, and limited to days for which the employee is not assigned to teach or has arranged for a substitute to teach that day. For employees seeking to arrange a substitute to allow attendance at Union Certified Steward Training, the employees must have substitute days available and shall follow all applicable Employer policies. Nothing in this provision shall grant additional substitute days beyond those otherwise allowed under Employer policy.