

FACULTY ABSENCE/SUBSTITUTION POLICY

College policy states that all absences and substitutions must be arranged with and approved by the School Dean. Any substitute, for any length of time, must meet the same minimum qualifications as the instructor of record. **THERE ARE NO EXCEPTIONS.** If an unqualified substitute is present in a classroom, even if the substitute is only there to show a film, proctor a test, etc, the entire class could be invalidated and the District could be held liable. "Guest lecturers" are fine as long as the instructor of record is present in the classroom at the time of the presentation.

It is the instructor's responsibility to immediately inform the school office of any planned or emergency absences from class, including arriving late. See "Dean's Welcome" in this handbook for staff/office hours and phone numbers.