

A substitute assignment shall normally be up to twenty (20) days.

1. There is nothing in the Faculty Contract to preclude a faculty member from making “informal voluntary substitute arrangements of a short duration with a University colleague, subject to the approval of the department chair.”
2. **Full-time faculty** cannot be employed for more than 15.0 units total (1.0 timebase). In accordance with Article 20.8 of the Unit 3 Faculty Collective Bargaining Agreement, “temporary substitute assignments of a long duration, which shall normally be greater than twenty (20) days, shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught.”
3. If no full-time faculty or volunteers are available, and if the anticipated substitute assignment **does not exceed 20 calendar days**, you may hire a current part-time faculty member or a new employee as a **Substitute (Job Code 2356)** and pay by the hour. Substitutes are paid for contact hours only. This processed thru the Automated Additional Pay system with a Pre-Authorization request and Payment Authorization request.
4. If the anticipated substitute assignment **will exceed 20 calendar days**, you may increase the timebase of an existing temporary Lecturer to cover the classes or you may hire a new temporary **Lecturer (Job Code 2358)**. Payment would be based on weighted teaching units (WTU). **Caution: Total timebase cannot exceed 1.0 if the substitute assignment is similar in nature to the regular assignment (teaching).** This is processed thru the Part-Time Faculty module.

SUBSTITUTE SALARY SCHEDULE

Effective July 1, 2019

Class Code	SUBSTITUTE FACULTY	Lecture Class (Hourly Rate)	Laboratory or Activity Class (Hourly Rate)
2356	Rank A (Assistant or Instructor)	\$72.00	\$49.00
	Rank B (Assistant Professor)	\$74.00	\$51.00
	Rank C (Associate Professor or Professor)	\$78.00	\$53.00