

**Temporary Replacement Policy for Faculty**  
**Steve Griffith, 7/26/11**

In the case of short-term absence of teaching faculty due to illness, family emergency or other unforeseen circumstances, generally faculty members within the department will be asked to fill in for the absent instructor as a professional courtesy. Normally, these departmental colleagues will not be paid for their service. A short-term absence is defined as an absence that lasts less than two weeks. Should the need for such a leave of absence arise, the affected faculty member should immediately contact her or his department chair to make arrangements. One option is to temporarily cancel class sessions until the faculty member can return. Another option is to ask departmental colleagues to take the affected classes. If it is not possible for faculty colleagues to take the class, or if the absence is longer than two weeks, the department chair will negotiate with the academic dean to pay for a replacement faculty member. Normally, such payment will begin after the second week and continue for the length of the absence. The stipend for such replacement will be at the rate of \$65 per class hour, up to a maximum of \$195 per week. The replacement faculty member may be someone from the department, someone from another department, or someone brought in from off-campus. The agreement between the college and the replacement faculty member will be stated in a letter of agreement signed by both parties.