



### Full-time Faculty Absence & Substitute Form

The following steps apply when faculty are absent from assigned classes.

**Step 1.** Faculty members contact their Division Director if they will be unable to teach an assigned class.

**Step 2.** The faculty member and division director determine if the class must be cancelled, alternate work assigned, or if a suitable substitute can be located. If a class is to be cancelled, the faculty member is responsible for notifying students of the class cancellation. The faculty member can e-mail students through the learning management system, post an announcement, or call the students. If a substitute can be found, the faculty member is responsible for briefing the substitute regarding the scope of the class, the objectives to be presented in the class, and any homework assignments or assessments, and will provide any materials necessary for instruction.

**Step 3.** The division director will complete this form and **attach documentation of absence** (i.e. Leave Request Form or e-mail). Compensation for substitute faculty will be paid at the adjunct rate and will come out of the appropriate program or discipline budget. The Administrative Assistant will forward the form to the Payroll office.

#### Substitute Pay Authorization

Assigned Faculty Member

Substitute Faculty Member

	Class Name	Lec/Lab or Clin	# of Hours	Date Taught	FOAP (Payroll Office Use)
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

\_\_\_\_\_  
Substitute Faculty Member Signature

\_\_\_\_\_  
Division Director Signature

**For timely compensation of substitutes, this form should be delivered to the Payroll Office by the last day of the pay period in which the substitute teaching occurred.**