

**Manhattan Area Technical College
Institutional Policy and Procedure Manual**

Policy No. 4.2.8

Title: Use of Substitute Teachers	
Originated by: Dr. Linda Hertzell, VPIS	
Signature	Date
Approved by:	
Signature	Date
Reviewed on:	Revised on:

Policy Statement: Colleagues, department heads, the VPIS, or out-of-class assignments will be used to cover the periodic absence of instructors. Replacement faculty will be hired only in the event of an extended leave of absence.

Rationale: Historically substitute instructors have been used to fill in during instructor absences at Manhattan Area Technical College. The use of substitute instructors is not a standard practice for institutions of higher education. Although the necessity exists at the secondary school level, higher education class structures and collegiate level work make it possible for students to continue in their academic programs through various means in the absence of the primary instructor.

Procedure:

1. In the event a primary instructor must be absent due to illness or other authorized leave, the faculty member's classes will be covered by either a colleague, a Division Chair, the Vice President of Instructional Services (VPIS), or through the use of out-of-class assignments.
2. If the absence is expected to last more than two school days, an adjunct faculty member may be hired at the discretion of the VPIS and paid according to a pro-rated scale based on the adjunct faculty pay policy.
3. In the event a primary instructor member must be replaced by an adjunct member for either a short-term absence or a long-term absence, the instructor's position will be held open and not jeopardized for the period of said absence.
4. If a primary instructor suffers a catastrophic event that requires said instructor to be absent for a period totaling twelve months or longer, the College may hire a full-time replacement instructor who will not be eligible for tenure and will be employed by the College through contracts that extend for one semester at a time.

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5. The absent full-time faculty member will not be held responsible for paying any of the adjunct instructor's fees or salary.