

Sussex County Community College
Policy No. 200.11
Area: Academic Affairs/Human Resources
Adopted: Tuesday, July 28, 2015
Re-adopted: January 28, 2020

200.11 Faculty Absences, Substitutes, and Compensation

PURPOSE OF POLICY

The purpose of this policy is to provide guidelines for when faculty are unable to teach their classes for a period of two consecutive weeks or more due to illness, emergency, or personal circumstances.

GENERAL STATEMENT OF FACULTY ABSENCES, SUBSTITUTES, AND COMPENSATION

The College will assume responsibility for identifying and compensating substitutes for full- or part-time faculty who are unable to teach their classes for a period of two consecutive weeks or more due to illness, emergency, or personal circumstances. In order to ensure the integrity of the academic experience for students and equitable treatment of all faculty, faculty members who are assigned to teach specific courses are expected to refrain from asking acquaintances, family members, colleagues, friends, and other individuals to take over their instructional duties and from making arrangements with such individuals to compensate them for their services. Faculty will inform College of the need to find a temporary replacement.