



## Rowan College of South Jersey

Administrative Procedure: 7301  
**FACULTY SUBSTITUTES**

During the course of a school year the College recognizes that substitutes may be required to provide instruction when a faculty member is unable to continue providing instruction. Circumstances where a substitute instructor may be required include, but not limited to:

- An instructor's incapacity;
- Discipline of an instructor;
- Illness; or
- Family Leave

The Vice President and Provost ("Provost"), or appropriate academic dean or designee, will determine when a need exists for substitute faculty. Upon determining the need for substitute faculty, the Provost, or appropriate academic dean or designee, will retain a qualified individual to continue class instruction.

When a qualified faculty substitute is located, he/she will replace the regular instructor for as long as needed throughout the remainder of the course. The substitute faculty member will be required to complete all employment forms and provide all necessary documentation to Human Resources, if the individual is not a full-time or part-time instructor. The substitute shall be paid at the prorated rate of an adjunct or prorated overload as appropriate to the substitute's status.

Area: Human Resources

Approved: 07/01/19

Reaffirmed: 12/14/21

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, appearing to read "Jim Keating", written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *7301 Faculty Substitutes*

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