



**Rowan College  
of South Jersey**

Policy: 7301  
Title: **FACULTY SUBSTITUTES**  
Area: Human Resources  
Approved: 07/01/19  
Reaffirmed: 12/14/21

In order to maintain the effective operation of the instructional program, the Provost and Vice President, Academic Services or designee, will determine the need for faculty substitutes.

Class sessions vary in length based on the type of class and/or session in which the class occurs. In order to adequately compensate faculty substitutes, compensation will be paid on a prorated basis based on class length.

The College provides for payment of occasional faculty substitutes on a per class session basis based on a rate determined periodically by the Board of Trustees.

In the event that a class is permanently reassigned for the remainder of the semester, the new instructor will become the assigned instructor. That instructor shall be compensated with the remainder of the salary for that course, prorated, at the adjunct rate or the overload rate depending on the status of the replacement instructor.

References:

Rowan College of South Jersey Administrative Procedure, *7301 Faculty Substitutes*