



AP 4024 Substitute Instructors

1. Definitions

- a. Instructor of Record: The faculty member who the Santa Clarita Community College District (District) has assigned to regularly teach a particular class during a given term.
- b. Substitute Instructor: An instructor assigned by the District to assume, on a short-term basis, all the duties of an Instructor of Record with respect to a designated class.

2. Appointment of a Substitute Instructor for a Synchronous Class Meeting Taught by a Traditional or Distance Education Modality

- a. The District shall provide a Substitute Instructor for a synchronous class meeting starting with the Instructor of Record's second absence during the same term, except that the District will provide a Substitute Instructor upon the Instructor of Record's first absence when:
 - i. The Instructor of Record is absent from the first class meeting; or
 - ii. The class from which the Instructor of Record is absent meets synchronously only once a week; or
 - iii. The class from which the Instructor of Record is absent is a "short term" class; or
 - iv. The Instructor of Record provides the District at least fourteen (14) days advance notice of an intent to be absent; or
 - v. The Instructor of Record's absence is necessitated by service on a selection committee for interviews; or
 - vi. The Instructor of Record will be absent from a laboratory class; or
 - vii. The relevant school dean determines that the class meeting from which the Instructor of Record will be absent must proceed as scheduled due to, for example, the administration of critical testing required for student licensing or credentialing that cannot be delayed, and similar extraordinary and atypical reasons; or
 - viii. The class from which the Instructor of Record will be absent is a dual enrollment class offered pursuant to a College and Career Access Pathways partnership agreement, as authorized by California Education Code section 76004, et seq., to which the District is a party; or
 - ix. The failure to provide a Substitute Instructor would cause the actual "Total Course In-Class (Contact) Hours" for students

enrolled in the class to fall below the minimum number of hours required by law.

3. Appointment of a Substitute Instructor for Classes Taught Entirely Asynchronously

- a. The District shall provide a Substitute Instructor for a class taught entirely asynchronously only when the Instructor of Record (1) takes a District-approved leave of absence for a period of three or more consecutive business days and (2) requests that a Substitute Instructor be appointed. The Substitute Instructor's appointment shall end when the Instructor of Record is no longer on a District-approved leave of absence.
- b. The relevant school dean may also appoint a Substitute Instructor, if the Instructor of Record is absent from a class taught entirely asynchronously, regardless of the length of the absence and without the Instructor of Record's request, if the dean determines that the appointment is necessary for the administration of critical testing required for student licensing or credentialing that cannot be delayed, and for similar extraordinary and atypical reasons.

4. Substitute Instructor Qualifications, Selection, and Duties

- a. All individuals selected to serve as a Substitute Instructor must be entitled to teach the class, pursuant to the law and District policy and procedure, to which they are assigned. The Office of Instruction shall be responsible for selecting a Substitute Instructor but shall rely primarily upon the recommendation of the relevant department chair (or designee) in consultation with the Instructor of Record and school dean. When recommending an individual to serve as a Substitute Instructor, the department chair (or designee) shall, whenever reasonably appropriate, consider the following:
 - i. whether the Substitute Instructor has previously served as Instructor of Record for a section of the course to which that Substitute Instructor would be assigned; and
 - ii. whether the Substitute Instructor is likely to be available to serve in that capacity regularly during a term in which the Instructor of Record is reasonably expected to be absent intermittently or for a lengthy time period, for the purpose of minimizing the disruption caused by use of different substitute instructors in the same class during the same term.
- b. If the Office of Instruction is unable to secure the service of an existing District employee as a Substitute Instructor, the school dean shall advise the relevant department chair.
- c. In addition to any leave notification required by any collective bargaining agreement to which the District is a party, regularly-assigned instructors are encouraged to assist in the orderly provision of a substitute instructor for their classes by communicating a planned, known, or

anticipated absence to the Office of Instruction as far in advance of the absence as reasonably possible.

- d. To the extent practicable and reasonable, Instructors of Record are encouraged to assist in the orderly appointment of a Substitute Instructor for their classes by communicating relevant, significant course-related information to the school dean and/or the Substitute Instructor on matters such as course content, upcoming assignments, lesson plans, and the like.
- e. The District expects Substitute Instructors to provide the same quality instruction that the District expects of Instructors of Record. Substitute Instructors shall, to the extent practicable given the extent of notice of the assignment and the guidance and materials provided by the Instructor of Record, the chair of the corresponding academic department, and/or the Dean of the relevant school, provide instruction to students, synchronously or asynchronously, as applicable, regarding the course material that the Instructor of Record intended to cover had they been present and complete all other duties of an Instructor of Record (i.e., making assignments and grading work completed by students, responding to student questions presented face-to-face, telephonically, or via digital communication, etc.).

5. Collective Bargaining Agreements

The requirements of this procedure are not intended to conflict with any term of a collective bargaining agreement to which the District is a party and to the extent a conflict exists, either at the time of this procedure's adoption or thereafter, the terms of the collective bargaining agreement shall control.

Reviewed by CPC: 08/30/2022

Next Review Date: 08/30/2028