

## HSU Procedures for Substitute Faculty Assignments

Procedures for substitute faculty assignments are governed by the CFA/CSU Collective Bargaining Agreement (see insert below). Substitute faculty assignments are temporary replacement assignments normally intended to cover short-term faculty absences for up to 20 days (e.g., emergency leaves, jury duty, bereavement leaves).

### **Article 20.8, CFA/CSU Collective Bargaining Agreement**

A faculty employee who is assigned temporary substitute duty of a short duration, which shall normally be up to twenty (20) days, shall be compensated at the faculty substitute rate. Temporary substitute assignments of a longer duration, which shall normally be greater than twenty (20) days, shall be compensated by an appropriate workload reduction as soon as practicable or, if the employee is not employed in the next academic term, the employee shall be appropriately compensated upon separation for the class hours taught. For compelling reasons, a faculty employee may decline such an assignment. Nothing in this provision shall preclude faculty employees from making informal voluntary substitute arrangements of short duration with a University colleague, subject to the approval of the department chair.

### **Steps in assigning Substitute Faculty:**

1. Assess whether the assignment will last 20 days or less. If the assignment is likely to be longer than 20 days, the Substitute Faculty classification may not be appropriate. Contact APS to discuss options for longer-term replacement assignments.
2. Temporary, short-term substitute assignments may be satisfied through informal voluntary arrangements with faculty colleagues with the approval of the department chair.
3. In lieu of informal voluntary arrangements, substitute assignments should be offered to current qualified part-time faculty using the Order of Work procedures specified in CBA Article 12. Substitute assignments shall not increase the lecturer's entitlement. Substitute assignments are conditional.
4. Substitute assignments may be offered to new employees if there are no qualified and available incumbent lecturers.
5. Please complete [APS Form 570: Substitute Faculty Assignment](#) when assigning substitute work to non-volunteers and route for approval as indicated on the form.
6. After work has been performed, the lecturer must complete [PR-42: Substitute Faculty Time Voucher](#) for each month worked. This completed form must be submitted and approved in order for the substitute lecturer to be paid.

**Note:** Substitute faculty are paid for the number of hours worked in the classroom (i.e., contact hours with students). The hourly rates for Substitute faculty assignments include compensation for normal office hours, grading time, and prep time in relation to the course taught. The Dean has the authority to approve additional hours beyond the classroom time in situations where he or she determines that such compensation is appropriate.