

TALLAHASSEE COMMUNITY COLLEGE ADMINISTRATIVE PROCEDURES

TITLE: Substitutes	NUMBER: 05-19AP
AUTHORITY: Florida Statute: 1001.64 , 1001.65	SEE ALSO: <ul style="list-style-type: none"> • Adjunct Leave without Pay Form • Board Policy 05-06: Faculty Absences and Administrative Procedure 05-06AP: Faculty Absences • Board Policy 04-27, 04-28, 04-29, 04-31, 04-35 and Administrative Procedure 04-27AP, 04-28AP, 04-29AP, 04-31AP, and 04-35AP • Board Policy 05-19: Substitutes • Salary Schedule • Substitute Pay Form
UPDATED: May 29, 2013	

1. If a faculty member must miss a class due to illness, professional travel, jury duty or other obligation, the faculty member and/or the division office staff will find a substitute instructor. See [Administrative Procedure 05-06AP](#) as well.
2. The faculty member will provide an instructional plan to the substitute instructor so that a meaningful class can be conducted.
3. The substitute instructor must have completed a TCC application and have current TCC authorization to teach. Additionally, the substitute should be qualified to teach in the subject area of the class.

4. Fulltime instructors will complete, as appropriate, a leave or a travel form to document their absence.
5. If a current adjunct instructor is used as a substitute, the total weekly hours must be less than 30 hours.
6. Adjunct instructors will complete an [Adjunct Leave Without Pay Form](#).
 - a. Adjunct faculty will be docked pay based upon 50-minute units. The rate of pay (pay per 50-minute unit) will be calculated by dividing the contracted pay for the class by the sum of the number of 50-minute class units + office hours + final exam hours.
7. The substitute instructor will be compensated at the substitute rate in the [Salary Schedule](#).
8. A substitute may become a contractual employee paid at the adjunct contractual rate (or full time extra class or summer rate) if the substitution will be for an extended time and will involve substantial preparation and assessment and particularly if the substitute will become the instructor of record. The appropriate dean/director will be responsible for determining the circumstances under which a replacement may be paid at the contractual rate.