

## 04/12/22: Compensation & Benefits Written Report

The C & B members met Friday 04/08/22 via Zoom to discuss and revise the wording to the Substitution Instruction Policy. The committee has received faculty feedback/concerns that substitute instructors “would not be fairly compensated for the work they do in all circumstances.” The primary issue voiced is “that a time-based compensation policy (e.g., number of days or weeks spent teaching) will not always accurately reflect the amount of work instructors are asked to complete when they assume another instructor’s course.” In response, the C&B committee proposed the following verbiage to be added to the policy, **additional compensation equivalent to one (1) credit of overload will be awarded to a substitute instructor for each course, but not for additional sections of the same course.** If the workload is especially extensive for the substitute instructor, commensurate additional compensation will be determined by the applicable dean, VPSAA, and substitute instructor.

The revised policy was forward to Sonja Sibert for review and no further comments/additions/deletions/revisions were noted or suggested. The policy will be brought forth as an action item at the next faculty Senate (4/15) meeting.

### **Proposed wording.**

#### **3. B. 8. Substitute Instruction**

If a full-time or part-time instructor takes over instruction of a full term (16-week) or ~~late starting~~ **compressed** (8-week) course during a semester for a period over one week, ~~the substitute instructor each instructor will be pay would be split and~~ **paid appropriately and retroactively, based upon the weeks or approximate weeks taught by each instructor.** All other applicable sections of the Workload Policy ~~will~~ **may** apply to this Substitute Instruction section for both full-time and part-time instructors. ~~the appropriate rate for the class prorated by the number of weeks taught.~~

~~In the case of a shorter than 8-week class the applicable dean and the Office of the Vice President of Student and Academic Affairs will work together with the instructors to determine the appropriate split of pay between~~ **pay for each instructor based on the percentage of time taught by each instructor.** ~~For a course shorter than an 8-weeks it will be calculated by the percentage of days taught over the entire course, minimum of 5 consecutive instruction days.~~

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If the full-time faculty member who is not able to teach the class is in overload, the overload payment will be adjusted for the percentage of class time missed. ~~in relation to the amount paid to a substitute instructor.~~