



Office of Academic Affairs

## Guidelines on Faculty Substitutes

A substitute list for disciplines within the division is maintained by the Office of Instruction and approved by the Board of Trustees. Part-time instructors cannot substitute in a class unless they have previously been board approved in the discipline as substitutes. Day-to-day substitution does not count toward the load of full- or part-time instructors, unless the substitute becomes a long-term or permanent replacement for the ill instructor. Before the instructor is given a long-term or permanent assignment, the Office of Academic Affairs, Scheduling Office, or Office of Human Resources must be contacted to determine if load problems exist. Long-term is defined as one week.

Note: Full-time faculty can only substitute in the discipline for which they meet minimum qualifications.

References: [Division Chair Handbook](#) , OHR Guidelines for Temporary Faculty Assignments

**NAPA VALLEY COMMUNITY COLLEGE DISTRICT  
GUIDELINES FOR TEMPORARY FACULTY ASSIGNMENTS  
Effective Fall 2013**

**SEMESTER ASSIGNMENT UNDER 67% FOR PART-TIME, HOURLY FACULTY**

*Use Ed Code Section 87482.5 to hire part-time, hourly faculty for **not more than 67%** for a semester assignment. The following procedures apply to these types of assignments:*

1. Semester notice of assignment must be issued to the instructor before the instructor commences teaching.
2. Load must not exceed 67% averaged over the semester. (If an instructor is hired mid semester, the instructor load cannot exceed 67% averaged over the remainder of the semester.)
3. Instructor is placed on the part-time, hourly salary schedule and paid by the hour.
4. Instructor is sent to the board on the personnel document.
5. **This process is the preferred way to hire temporary faculty.**

**ACADEMIC YEAR ASSIGNMENT NOT TO EXCEED 49% FOR PART-TIME, HOURLY FACULTY**

*Use Ed Code Section 87482.5 to hire part-time, hourly faculty for **over 67% for a semester** using an academic year contract. The following procedures apply to these types of assignments:*

1. Academic year contract **must** be issued before the academic year begins.
2. Load must not exceed 49% averaged over the entire academic year.
3. Instructor must be given an assignment in each semester.
4. Instructor may not have 100% load in either semester.
5. If a class cancels in the spring semester, every effort must be made to give the instructor a replacement class where it is necessary to balance a fall semester assignment.
6. Instructor is placed on the part-time, hourly salary schedule and paid by the hour.
7. Instructor is issued an academic year Notice of Assignment.
8. Instructor is sent to the board on the personnel document.
9. These types of assignments are **not** limited to two semesters within any period of three consecutive years.
10. Division chair must notify the Office of Human Resources and the Scheduling Office in writing when they are requesting this type of assignment. This documentation should be received at the time the classes are scheduled and reference Ed Code Section 87482.5.

**California Education Code Section 87482.5.** (a) Notwithstanding any other law, a person who is employed to teach adult or community college classes for not more than 67 percent of the hours per week considered a full-time assignment for regular employees having comparable duties shall be classified as a temporary employee, and shall not become a contract employee under Section 87604. . . (b) Service as a substitute on a day-to-day basis by persons employed under this section shall not be used for purposes of calculating eligibility for contract or regular status. (c) (1) Service in professional ancillary activities by persons employed under this section, including, but not necessarily limited to, governance, staff development, grant writing, and advising student organizations, shall not be used for purposes of calculating eligibility for contract or regular status unless otherwise provided for in a collective bargaining agreement applicable to a person employed under this section. (2) This subdivision may not be construed to affect the requirements of subdivision (d) of Section 84362.

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**FULL-TIME LEAVE REPLACEMENT**

Use Ed Code Section 87482 to hire full-time leave replacements for a semester or academic year. The following procedures apply to these types of assignments:

1. Instructor is hired through the structured hiring process.
2. Instructor is placed on the contract/regular salary schedule based on experience and education.
3. Instructor is paid a salary based on FTE.
4. Assignment includes office hours and another professional assignments and responsibilities.®
4. Instructor is issued an Academic Employment Contract.
5. Instructor is sent to the board via the agenda under closed session.
6. Leave replacement assignments are limited to two semesters within any period of three consecutive years, including full-time and part-time assignments.
7. Leave FTE is required to accommodate placing instructor in this type of position.
8. The division chair should consult with the Vice President, Instruction and the Office of Human Resources when this type of assignment is needed.

**SEMESTER ASSIGNMENT OVER 67% FOR PART-TIME, HOURLY LEAVE REPLACEMENT**

Use Ed Code Section 87482 to hire part-time, hourly faculty for **more than 67%** of an assignment for a semester on an unplanned/emergency basis. The following procedures apply to these types of assignments:

1. Instructor is issued a Part-time, Hourly Leave Replacement Notice of Assignment before assignment begins.
2. Instructor load can exceed 67% for the semester.
3. Instructor cannot be scheduled for a full-time assignment (100%). A part-time, hourly leave replacement's load should not exceed ninety percent (90%).
4. Instructor is placed on the part-time, hourly salary schedule and paid by the hour.
5. Instructor is sent to the board on the personnel document.
6. Leave replacement assignments are limited to two semesters within any period of three consecutive years, including full-time and part-time assignments.
7. Leave FTE is required to accommodate placing instructor in this type of position.
8. Division chair should contact Office of Human Resources prior to making this type of assignment to confirm that leave FTE is available and that the instructor is eligible for this type of assignment.
9. Division chair must notify the Office of Human Resources in writing when they are requesting this type of assignment. This documentation should be received at the time the classes are scheduled and reference Ed Code Section 87482.
10. ***This process should only be used to hire a part-time, hourly instructor due to an emergency or unplanned event. The Office of Instruction must approve this type of assignment in writing. This approval should be forwarded to the Office of Human Resources.***

**California Education Code Section 87482.** (a) (1) Notwithstanding Section 87480, the governing board of a community college district may employ any qualified individual as a temporary faculty member for a complete school year, but not less than a complete semester or quarter during a school year. The employment of those persons shall be based upon the need for additional faculty during a particular semester or quarter because of the higher enrollment of students during that semester or quarter as compared to the other semester or quarter in the academic year, or because a faculty member has been granted leave for a semester, quarter, or year, or is experiencing long-term illness, and shall be limited, in number of persons so employed, to that need, as determined by the governing board. (2) Employment of a person under this subdivision may be pursuant to contract fixing a salary for the entire semester or quarter. (b) A person, other than a person serving as a clinical nursing faculty and exempted from this subdivision pursuant to paragraph (1) of subdivision (c), shall be employed by any one district under this section for more than two semesters or three quarters within any period of three consecutive years...

**NOTE: Contact Human Resources if you have a need for a clinical nursing instructor leave replacement for more than two semesters within any period of three consecutive years.**

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Revised 07/30/13