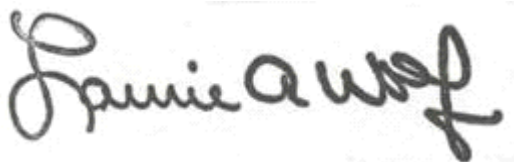


DES MOINES AREA COMMUNITY COLLEGE
EDUCATIONAL SERVICES PROCEDURES

Section: ACADEMIC AFFAIRS
Subject: Substitute Teachers
Effective Date: August 1, 2003
Number: ES 4050

- I. Scope
 - A. To define the procedure to cover instructor absences and to set the compensation schedule for substitute teachers.
- II. Procedure
 - A. When contracted and part-time faculty members are unable to meet their classes because of emergencies or illness, the supervising dean/campus executive dean or his/her designee will be contacted immediately and will decide what action to take regarding substitutes.
 - B. Substitutes, class cancellations, and make-up meetings must be approved by the appropriate dean.
 - C. Compensation for Substitutes: Substitute teachers will be compensated at the approved hourly rate for the course taught or the clinical experience supervised.



APPROVED: _____
Executive Dean, Student Services

Date: 8/22/03 _____



Senior Vice President, Academic Affairs

Date: 8/22/03 _____