



**ACADEMIC SENATE  
Executive Committee  
REFERRAL FORM  
CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA**

Date:	2/28/2024
To:	Faculty Affairs Committee
From:	Academic Senate Executive Committee
Subject:	Academic Senate Referral
Classification	FA-008-234
Title of Referral:	Guidelines for Compensation for Substitute Appointments
Background:	<p>See attached referral request form. Additional background provided by the Executive Committee:</p> <p>The EC would like the term "instructional day" instead of business days.</p> <p>Ensure consistency to CBA</p>
Recommended resources:	<p>See attached referral request form and supporting documentation. Additional resources recommended by the Executive Committee:</p> <p>None.</p> <p>For the Committee's Report on this referral, please list in separate sections, the resources recommended, and resources actually consulted. If a resource was not consulted, briefly state why.</p>
Review and recommend:	Review and recommend as appropriate.
Date required for presenting committee report to the Executive Committee:	10/2/2024

## 1.Name

Berit Givens, Chair, Mathematics and Statistics

## 2.Email

bngivens@cpp.edu

## 3.Title of Referral

Guidelines for Compensation for Substitute Appointments

## 4.Names and Titles of proponents

Berit Givens, Chair, Mathematics and Statistics  
Greg Barding, Chair, Chemistry

## 5.Keywords

Substitute, workload, compensation, appointment

6.Is there a deadline by when this referral needs to be considered by the Academic Senate?

No

## 7.Deadline Date

N/A

## 8.Justification for deadline

N/A.

## 9.Background

Article 20.8 of the CBA reads:

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.

The article is unclear on whether the 20 days are to be counted as 20 business days, 20 calendar days, or something else entirely. In addition, "as soon as practicable" is not clear. I suggest that a CPP policy be drafted based on this article, and that the policy further clarify:

1. That the 20 days shall be 20 business days. **EC recommends using instructional days**
2. That the appropriate workload reduction should normally be granted within the same academic year as the substitute assignment; but that in cases where this is impossible, it is permissible for the workload reduction to happen in the following academic year.
3. It is permissible for substitutes to be of a different employment category than the instructor being replaced. For example, a TT faculty member may cover classes for a lecturer, or a graduate TA may substitute for a lecturer, as long as the department chair agrees that the substitute is qualified for the substitute work.
4. If a part-time faculty member is a substitute for a longer duration (more than 20 business days) and can be given a pro-rated adjusted contract, then this shall be an available option upon request by the faculty member, as long as this would not violate the 125% CSU employment rule.
5. Clarify whether or not the faculty substitute pay rate is available to TT faculty who substitute for short duration, or if it may only be paid to part-time faculty or TAs.

Also, the current practice is that TT faculty who take on an extra teaching assignment in the event of an emergency cannot be compensated financially, only by a later workload reduction. I ask the senate EC to explore whether there can be some chance to modify this policy in situations where unexpected serious emergencies occur. For example, if an instructor has to be removed in the middle of a term, the only qualified substitutes

are TT faculty, and no workload reductions are possible, then it should be possible to pay a stipend in recognition of the excessive workload. This could be subject to approval by the Dean and the AVP of Faculty Affairs. This should not be common practice, but it would be helpful in emergencies to identify a willing substitute.

The EC concurs exploring compensation in terms of stipend as long as it agrees with CBA.

#### 10. Recommended Resources

Dr. Jill Hargis, Interim AVP, Faculty Affairs  
Department Chairs  
Deans and Associate Deans  
CFA

#### 11. Attachments