



Procedure 308-04 Substitute Teaching and Proctoring Sponsor: Academic Affairs

Purpose

The purpose of the substitute teaching procedure is to provide definitions for substitute teaching and proctoring and to ensure consistent use and compensation of substitute teachers and proctors.

Definitions

Substitute: An individual who will provide coverage on a short-term basis for the instructor of record who is temporarily unable to perform their teaching duties. A substitute must be credentialed in the teaching discipline in accordance with procedure 310-01.

Proctor: A CCC employee who will proctor a test or examination for students during normal class time when the instructor of record is unable to do so.

Long-Term Substitute: A substitute that will teach a class or classes in place of the instructor of record for more than two weeks.

Procedure

Substitute:

- If the instructor of record is temporarily unable to perform their teaching duties for fewer than two weeks, the instructor should find a substitute to teach their classes.
- Instruction to be delivered by the substitute will be directed by the instructor of record and grading will be completed by the instructor of record.

Proctor:

- If an instructor of record is temporarily unable to proctor a test or examination in their class, the instructor should find a proctor to give the test or examination.

Long-Term Substitute:

- In cases where the absence will be more than two weeks, the instructor of record may be replaced on a temporary or permanent basis by a long-term substitute assigned by the dean or designee.
- The long-term substitute will be responsible for instruction and grading.

Process

If an instructor of record is unable to teach a specific class session, they will:

- send notification to classcancellations@coconino.edu to notify their supervisor and support staff.
- find a qualified substitute as needed.
- complete the Faculty Leave & Substitute Request form which is automatically routed to the supervisor, HR, and payroll.

Work Hours and Compensation

Substitutes, proctors, and long-term substitutes are paid at the hourly rates established by the District Governing Board and posted on the Human Resources website (see Procedure 444-02 Compensation). To determine the number of hours paid for substituting or proctoring, hours for the class(es) covered are rounded to the nearest quarter hour.

- Substitute: paid for class time and preparation time at half of the class time (i.e. 1.5 times class time)
- Proctor: paid for class time only (i.e. 1.0 times class time).
- Long-Term Substitute: paid for class time and preparation and grading time equivalent to the class time (i.e. 2.0 times class time).

Any time the instructor of record is unable to hold class in the designated course modality they must submit sick leave (see Procedure 410-04 Sick Leave).

Exceptions may be approved by the dean or designee.

References

Procedure 310-01 Faculty Credentialing

Procedure 410-04 Sick Leave

Procedure 444-02 Compensation

Procedure History

04/02/2020 New

05/11/2011 Revised and Reformatted (formerly Procedure 470.3) and Approved by College Council

03/30/2021 Revised and approved by Executive Leadership Council

07/14/2025 Revised Sponsor from Academic and Student Affairs to Academic Affairs

03/06/2026 Revised and approved by President's Cabinet

Legal Review

None