

# Davis Applied Technology College: A Utah College of Applied Technology Campus

## Alternate Classroom Coverage Policy

### Training Division

**Effective Date: 08 June 2005**

Training Division Approval: 23 May 2005

Faculty Steering Committee Approval: 23 May 2005

Faculty Approval: 25 May 2005

Campus President's Council Approval: 08 June 2005

#### 1. Purpose

To establish guidelines for the Davis Applied Technology College Training Division for providing program instruction and classroom coverage when the regular assigned classroom instructor is not available.

#### 2. Definitions

**2.1. Adjunct Faculty.** Adjunct faculty are part time faculty members responsible for the delivery of regular program course instruction or specialized instructional delivery. Note: This policy is not binding for adjunct faculty employed by the Employer and Community Education (ECE) department.

**2.2. Associate Instructors.** Associate instructors are assigned to on-going programs to support high enrollment or instructor absences and provide professional support when required on a daily/regular basis over an extended period of time. This position is a salaried temporary position and individuals filling these positions may be required to hold certifications or licenses.

**2.3. Salaried Faculty.** Full time faculty who have the primary role of curriculum development and training delivery for ongoing programs. The salaried faculty assume the responsibility to assure that the program training is meeting the needs of their students and the College's business and industry partners.

**2.4. Instructor.** This term refers to both salaried and adjunct faculty. The term instructor refers to faculty members assigned the responsibility of instructional delivery, classroom management, and validation of student competency in any designated program or course.

**2.5. Instructor Assistant, Level I, II, III.** Part time employees who support the delivery of program training. It is preferred that instructor assistants have education or job skills which directly support the classroom instruction for their assignment. Instructor assistants work under the direct supervision of the program instructor. Instructor assistants are normally employed to provide assistance to students in programs of high enrollment or when a high level of supervision is required.

#### 3. Policy

##### 3.1. Responsibility for Delivery of Instruction

**3.1.1.** It is the responsibility of College faculty to insure the delivery of quality instruction, classroom management and competency validation for the programs and classes in which they are employed.

**3.1.1.1.** In the absence of the instructor, instructional support may be provided by the designated associate instructor, an instructor assistant, or adjunct instructor.

**3.1.2.** Instructors are responsible for arranging alternate instructional coverage in their absence.

**3.1.2.1.** Instructors are responsible for recommending individuals, following acceptable College policies for hiring, insuring that the appropriate employee documentation is on file prior to employment, and developing and maintaining a current list of appropriate individuals who can deliver instructional support in their absence.

This list, along with the contact information for these individuals, should be filed in the Training Division office.

**3.1.2.2.** In the event of an emergency leave of absence, the Office of Director of Programs will take responsibility for arranging alternate instructional coverage.

### **3.2. Selecting Alternate Instructional Coverage**

**3.2.1.** Instructors determine the level of instructional support that is needed. The following factors should be considered when making determination. The first is the individual's familiarity with the classroom operation and curriculum model. The second is the technical expertise, career experience and certifications needed to allow students to continue to make progress toward their enrollment objective. And finally, some accredited programs are required to use properly credentialed instructors to provide this coverage.

#### **3.2.1.1. Instructional Assistant**

**3.2.1.1.1. Level I Instructor Assistants** may provide short term coverage, typically for 1-3 days. When Level I instructor assistants are utilized, the program instructor should evaluate the related skills, program experience and maturity of the individual to insure that the training needs of the students will be met. Current adult students, past students, or individuals with some work experience and understanding of the college model are examples of individuals who qualify as Level I instructor assistants.

**3.2.1.1.2. Level II Instructor Assistants** may provide short term coverage, typically for 1-10 days. To qualify as a Level II instructor assistant an individual must have career work experience in the related program area and be trained in working with students and the program curriculum. Individuals with significant career work experience directly related the program training and who have a working knowledge of the College's instructional model qualify for these positions.

**3.2.1.1.3. Level III Instructor Assistants** are required to be technically qualified for their positions. Level III instructor assistants are an option when the nature of the instructional support appears to be long term, required on a daily basis and is essential for quality training.

#### **3.2.1.2. Other Alternate Coverage Options**

**3.2.1.2.1. Associate Instructors.** Associate instructors are expected to be technically qualified and knowledgeable about the delivery of instruction. Associate instructors may provide coverage for extended periods in the absence of the instructor. When there are periods which require the instructor to be engaged outside of the classroom, associate instructors may be utilized to support classroom/lab activities as needed.

**3.2.1.2.2. Adjunct Faculty.** Adjunct faculty meet the job description qualifications of the regular faculty. Salary determination and grade will be made using the Faculty Salary Schedule.

**3.2.1.2.3. Dual Instructor Programs.** In programs where two instructors are in programs which employ associate instructors, the instructors may determine the level of instructional support required in the absence of one or both of the instructors. This determination should be made considering current program enrollment, length of leave required and degree of supervision and technical support required. In regards to budgetary considerations, the lowest level of coverage required and available should be used.

**3.2.1.2.4. Other.** If circumstances arise where a qualified instructor assistant or adjunct instructor is not available, a person of suitable background and experience may be employed to provide alternate classroom coverage. Such individual will be employed as an instructor assistants Level I and should only be used to provide alternate classroom coverage until a qualified individual can be engaged.

**3.2.1.2.5. Long Term Coverage.** Long term coverage may be provided by a proven Instructor Assistant Level II or III, an Associate Instructor or Adjunct Faculty.

### **3.3. Compensation for Providing Alternate Instructional Coverage**

**3.3.1.** The pay rate for individuals providing alternate coverage will vary in accordance with their pay grade placement and qualifications. The following are guidelines for determining the hourly rate of pay.

**3.3.1.1. Instructor Assistants.** Instructor assistants should be placed on the level and at the pay rate consistent with the Salary and Wage Administration Policy. When an instructor assistant, who is currently employed, is used to provide alternate coverage they will be paid at their current hourly pay rate.

**3.3.1.2. Associate Instructors.** Associate Instructors will be paid at the hourly rate for which they have a current personnel action notice. Candidates will not be hired as associate instructors to provide “on call” instructional coverage or support.

**3.3.1.3. Adjunct Instructors.** Adjunct Instructors will be placed at the grade for which they are qualified on the Faculty Salary Schedule. When employed as alternate coverage adjunct instructors, the hourly rate would be range minimum. This hourly rate is calculated using the minimum annual salary divided by 2080.