SUBSTITUTE TYPES AND UPGRADES
(Updated 2/15/17, Malaika)

DAY-TO-DAY SUB (Article 26.C.1)

DOES NOT COUNT TOWARD A PT’ERS 67% LIMIT
Limit: 20 working days
Pay: First 12% of the total hours of the course: Column F, Step 1
After 12%: FT’er gets overload rate, PT’er gets their normal hourly rate

CONVERSION TO REGULAR ASSIGNMENT (Article 26.C.1.4 and 26.D.1)

If the subbing extends more than 20 working days:

Dept chair may fill vacancy by processes below, or choose to simply convert the subbing opportunity to a regular assignment.

The regular assignment can be given to the sub or any other PT’er as long as it doesn't push them over the 67% limit, or it can be given to a FT’er as overload.

EXPEDITED UPGRADE (Article 26.D.2)

To assign a PT’er above 67% as a short-term or long-term temp
PT’ers can’t go over 67% more than 2 semesters in a 6-semester consecutive period
(except clinical nursing faculty)
Process WAS Approval from VC, then internal hiring process. But internal hiring process was not working, and suspended as of 5/20/2015. Agreed to follow process for regular assignments under article 13 and 13-1 until new process is negotiated.

SHORT-TERM TEMP over 67% (Article 26.C.2)

For < full semester only
Uses "Upgrade" procedure, which was suspended for now (see expedited upgrade, above)
Pay: On FT scale according to PT’ers step and column (aka 100% pro-rata)

LONG-TERM TEMP over 67% (Article 26.C.3)

For one semester or more, up to one academic year
When not enough advance notice to hire LTS
Uses “Upgrade” procedure, which was suspended for now (see expedited upgrade, above)
Pay: On FT scale according to PT’ers step and column (aka 100% pro-rata)

LONG-TERM SUB (LTS) (Article 26.C.4)

For full semester or more
For a vacancy of a FT’er, when planned in advance, such as for sabbaticals
Hired using FT process (Slightly modified. Details in hiring manual, I think?)
PT’ers can go over 67% no more than 2 semesters in a 6-semester consecutive period (except clinical nursing)
Pay: On FT scale according to PT’ers step and column (aka 100% pro-rata)