

From: Linqvist, Maureen
Sent: Wed 11/4/09 2:41 PM
To: Mathematics Division
Subject: Math Substitutes

FINDING MATH SUBSTITUTES

1. *Please refer to the following instructions for substitutes when sick:*
 - a. **If you are taking sick leave, per college policy, class should be cancelled.**
 - b. **No exceptions will be made unless prior approval has been obtained directly from Paul Casillas.**
 - c. **Contact Paul, pcasillas@clark.edu, 992-2545, if requesting approval to have a sub while taking sick leave.**

2. *Please refer to the following instructions if you need to plan for a substitute or substitute pool:*
 - a. Math faculty may trade classes between each other so long as the trade has been approved by Paul.
 - b. Contact Paul at pcasillas@clark.edu, 992-2545, requesting approval to trade classes or create a sub pool.
 - c. **Once approved, send your request for a substitute to the Math Division at mcluster@exch.clark.edu.**
 - d. Choose a substitute from the replies to your request. Subs must have previously taught the course.
 - e. Email Paul, Mark & Maureen your selection: pcasillas@clark.edu, melliott@clark.edu, mliquist@clark.edu.
 - f. Trades should be between no more than two faculty per situation (no three-way or more trades).
 - g. Substitutes MAY NOT be paid under the table.
 - h. An alternate to a previously-approved trade is to take Leave Without Pay, which permits paying the sub.