Writing Programs Substitute Assistance Program

Definition of Writing Programs substitute assistance program: Writing Programs has two substitutes to help cover WP classes when teachers know they must be absent for long periods of time due to circumstances like parental leave, illness, jury duty, and so forth.*

Teachers who can benefit from the substitute assistance program: All WP teachers who need a substitute to cover their writing classes in accordance with the substitute assistance definition.

Procedures:
- All substitute inquiries need to go through the WP Office; contact the Writing Programs Manager.
- WP substitutes are not to be contacted directly.
- “Request for a Substitute” form must be completed.

What the substitute assistance program includes:
- Teaching face-to-face, hybrid, and internet WP courses.
- Grading of assignments during long-term substitute assignments (determined by teacher and substitute).

Guidelines:
- The minimum period for a substitute assignment is one week’s worth of classes: a minimum of two days or one 3-hour block/evening class.
- Teacher must provide a teaching plan of what needs to be covered in class during absence.

Related Policies:
- Follow ASU policy – 6 weeks for Parental leave for qualifying benefits eligible faculty (must confirm eligibility with department payroll personnel).
- Follow ASU policy – 6 weeks for Parental leave for qualifying TAs (accommodation period does not include adoption or paternity leave). WP can accommodate paternity leave of one week of classes (2 days, 3 days, or a 3-hour block/evening class depending on teaching schedule).

*Unpredictable/unplanned emergency situations will be handled as they occur.