SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE BOARD OF GOVERNORS SCP-2375

SUBJECT: Home Campus Assignment and Campus Requirements for Faculty

REFERENCE: None

ORIGINATION: July 1, 1985

EFFECTIVE: July 1, 1985

REVIEWED: November 21, 2011

SECTION 1. PURPOSE

1.1 To establish and communicate policy regarding assignments to teaching locations.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All faculty employees.

SECTION 3. DEFINITIONS

3.1 None

SECTION 4. POLICY

4.1 Faculty members will have a home campus designated for purposes of regular office space, mail delivery, payroll, etc. However, faculty members may be assigned teaching responsibilities at one or more locations where courses are offered. The home campus assignment will be based upon institutional needs for the position.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None

SECTION 6. GENERAL PROVISIONS

- 6.1 A faculty member shall be assigned to one campus as the home campus.
- 6.2 A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.
- 6.3 A faculty member may be required to teach on one or more campus locations.
- A faculty member with a multi campus teaching assignment will be reimbursed for travel in his/her personal car when the state vehicle is unavailable. Reimbursement will be in compliance with travel regulations.

- A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours for up to a maximum of three hours per week.
- 6.6 Consideration shall be given to traveling faculty when committee assignments are being made.
- 6.7 A faculty member may be required to travel between campuses when a full-time load does not exist on one campus and multi-location responsibilities are necessary.
- 6.8 Whenever possible, a faculty member shall be made aware of the probability of multi-location responsibilities prior to the beginning of the contract year. However, when lack of enrollment for a particular term is the cause for the multi campus assignment, prior notice will not be possible.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The Chief Academic Officer in consultation with the Department Chairs will make all faculty home campus determinations in accordance with this policy and the academic needs of the institution.

SECTION 8. CANCELLATION

8.1 None

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President's designee. Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair	Date
President	Date

Attachments: None

Distribution: Board of Governors (12 members)

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Revision Notes: December 8, 2005 — Revisions reflect no substantial changes in procedure or documentation

requirements. Revisions provide clarity and reflect changes in the language of this policy.

November 2011 - Policy reviewed for currency with minor changes made.