



**S O U T H E R N W E S T V I R G I N I A
C O M M U N I T Y A N D T E C H N I C A L C O L L E G E
B O A R D O F G O V E R N O R S**

Number: SCP-2375
Origination: July 1, 1985
Effective: July 1, 1985
Reviewed: 12-08-2005

SUBJECT: Home Campus Assignment and Campus Requirements for Faculty

REFERENCE:

1. PURPOSE

To communicate policy regarding assignments to teaching locations.

2. SCOPE AND APPLICABILITY

All employees.

3. DEFINITIONS

None.

4. POLICY

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.

5. BACKGROUND OR EXCLUSIONS

None.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

A. Policy Statement

1. A faculty member shall be assigned to one campus as the home campus where the majority of his/her teaching load takes place. The Vice President for Academic Affairs in consultation with the Division Chairs will make this determination.
2. A faculty member shall not be reimbursed for travel between his/her home campus and place of residence.
3. A faculty member may be required to teach on one or more campus locations.

4. 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.
5. 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 a maximum of three hours per week.
6. Consideration shall be given to traveling faculty when committee assignments are being made.

B. Requirements and Conditions Related to Travel

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.

- C.** Whenever possible, a faculty member shall be made aware of the probability of multi-location responsibilities prior to the beginning of the contract year.

8. CANCELLATION

None.

9. REVIEW STATEMENT

This policy shall be reviewed on a three year cycle 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 Upon such review, the President or President's designee may recommend to the Board that the policy be amended or repealed. SCP-2375 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

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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.