



**SOUTHERN WEST VIRGINIA
COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS**

Number:	SCP-2748
Origination:	January 28, 1991
Effective:	January 28, 1991
Reviewed:	August 31, 2006

SUBJECT: Request for Release Time for Full-time Faculty

REFERENCE: SAA-3000, C# 4-9899 dated March 8, 1999

1. PURPOSE

To establish the policies and procedures governing granting and processing of requests for release time.

2. SCOPE AND APPLICABILITY

This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College.

3. DEFINITIONS

- A. Release Time — Time a faculty member is granted away from a specified portion of his/her required teaching load of 15 credit hours in order to perform a special or alternative assignment.
- B. Special/Alternative Assignment — Includes any project or assignment given to a faculty member outside his/her traditional teaching load.

4. POLICY

Full-time faculty members may be granted release time from all or a portion of their teaching workload for the purpose of performing special or alternative assignments.

“Workload Requirements for Full Time Faculty” (SCP-2875) maintains that a 100% course load for a semester be 15 credit hours or its equivalent. The “Release Time Request Form” (SCP-2748.A) is intended to document the “equivalent” portion of the faculty members workload. Any assignment to a full time faculty member that involves a reduction in the number of credit hours taught for a semester to less than 15 credit hours, must be documented using the “Release Time Request Form.”

Examples of assignments that require a Release Time Request Form be completed include, but are not limited to: Projects approved under the faculty incentive program; election to the faculty senate, faculty advisory council, or other committee membership requiring release from teaching responsibilities; course or curriculum development; and/or developing methods for alternative delivery of courses.

When released time is granted, the faculty member’s total salary for both the released time assignments and full-time teaching duties shall not exceed one hundred percent (100%) of the total remuneration for his/her full-time teaching workload. No release time will be approved without adequate documentation that the assignment, program, or project is in alignment with institutional mission and needs.

5. BACKGROUND OR EXCLUSIONS

Release time shall be granted based on genuine institutional need and should not be used to meet faculty work loads due to cancelled classes.

6. GENERAL PROVISIONS

Release time may be requested by the faculty member or the college administration or as provided by policy.

7. RESPONSIBILITIES AND PROCEDURES

A. Request by a Faculty Member.

1. A faculty member requesting release time from his/her teaching workload to perform a special assignment will complete and submit a Release Time Request Form No. SCP-2748.A to the Division Chair including a detailed description of the project to be completed as listed in special instructions. Note: Faculty Senate Chair is not required to submit the detailed description.
2. The Division Chair will evaluate the request and, if warranted, will recommend approval to the Vice President for Academic Affairs. If release time is denied, the Division Chair will respond in writing to the faculty member with their rationale.

B. Request by the Division Chair.

1. The Division Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.
2. The Division Chair will complete and submit the Release Time Request Form No. SC 2478.A. to the Vice President for Academic Affairs including the justification for the project.

C. Request by other Administrators.

1. The individual requesting the release time will consult with the Division Chairperson to ensure coverage of courses can be accomplished.
2. The individual requesting the release time will complete and submit the Release Time Request Form, SCP-2478.A, including the signature of the Division Chairperson.

D. The Vice President for Academic Affairs will review the request and forward to the President or his/her designee with a recommendation.

E. The President or his/her designee is the final approval authority for all requests for release time. The President or his/her designee will return the completed form to the Division Chairperson with approval or denial.

F. If approved by the President or his/her designee, the Division Chair will ensure necessary arrangements are made to have all classes fully covered and will ensure that the following distribution of Release Time Form is made:

1. Original to Human Resources for placement in file.
2. Copies to Division Chairperson and Vice President for Academic Affairs.

8. CANCELLATION

SCI 2420

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-2748 is scheduled for review during the 2009-2010 academic year.

10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: SCP-2748.A, Release Time Request Form for Full-time Faculty

Distribution: Board of Governors (12 members)
Office of the President
Office of the Executive Vice President
Office of the Vice President for Academic Affairs
Office of the Vice President for Finance
Office of the Vice President for Economic, Workforce and Community Development
Office of the Vice President for Student Services
Office of the Chief Technology Officer
Office of the Human Resources Administrator
Office of the Academic Division Chairpersons (6 members)
Faculty Senate Chair
Classified Staff Council Chair
Libraries (Harless and Williamson Campus)
Office of the Campus Directors/Managers (Boone, Logan, Williamson, Wyoming)
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Revision Notes: August 2006 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. Form was streamlined.