

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

**SUBJECT:** Home Campus Assignment and Campus Requirements for Faculty

**REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; SCP-5780, *Travel Regulations*

**ORIGINATION:** July 1, 1985

**EFFECTIVE:** March 21, 2017

**REVIEWED:** November 2, 2016

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

2.1 All faculty and instructional specialist employees.

**SECTION 3. DEFINITIONS**

3.1 Faculty – Those individuals employed on a full-time or part-time basis whose major responsibility is the delivery of courses of instruction.

**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.

6.4 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. Reimbursement will be in compliance with travel regulations.

