

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2748**

SUBJECT: Request for Release Time for Full-time Faculty

REFERENCE: SAA-3000, C# 4-9899 dated March 8, 1999, SCP-2875, *Workload Requirements for Full-time Faculty*

ORIGINATION: January 28, 1991

EFFECTIVE: July 20, 2017

REVIEWED: March 1, 2017

SECTION 1. PURPOSE

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

SECTION 2. SCOPE AND APPLICABILITY

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

SECTION 3. DEFINITIONS

- 3.1 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.
- 3.2 Special/Alternative Assignment – Includes any project or assignment given to a faculty member outside his/her traditional teaching load.
- 3.3 Full-time Faculty – An individual employed on a full-time year-to-year basis designated as faculty who holds rank and is assigned a full-time workload per institutional guidelines.
- 3.4 Instructional Specialist – A type of term appointment defined as those faculty members who have been appointed minimally on a nine-month basis and an hourly workload.

SECTION 4. POLICY

- 4.1 Full-time faculty members and full-time instructional specialists may be granted release time from all or a portion of their teaching workload for the purpose of performing special or alternative assignments.
- 4.2 “*Workload Requirements for Full-time Faculty*” (SCP-2875) maintains that a full-time faculty course load for a semester is 15 credit hours or its equivalent, and that a full-time instructional specialist course load is 18 credit hours or its equivalent per fall and spring semesters and six (6) credit hours or its equivalent per summer semester. The “*Release Time Request Form*” (SCP-2748.A) is intended to document the “equivalent” portion of the faculty member’s workload. Any assignment to a full-time faculty member or full-time instructional specialist that involves a reduction in the number of credit hours taught for a semester

to less than the required amount of credit hours, must be documented using the “*Release Time Request Form for Full-time Faculty*.”

- 4.3 Examples of assignments that require a *Release Time Request Form* (SCP-2748.A) 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.
- 4.4 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 100 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 the institutional mission and needs.

SECTION 5. BACKGROUND OR EXCLUSIONS

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

SECTION 6. GENERAL PROVISIONS

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

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Request by a Faculty Member.
 - 7.1.1 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* (SCP-2748.A) to the 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.
 - 7.1.2 The Chair will evaluate the request and, if warranted, will recommend approval to the Chief Academic Officer. If release time is denied, the Chair will respond in writing to the faculty member with their rationale.
- 7.2 Request by the Chair.
 - 7.2.1 The Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.
 - 7.2.2 The Chair will complete and submit the *Release Time Request Form* (SCP- 2478.A) to the Chief Academic Officer including the justification for the project.
- 7.3 Request by other Administrators.
 - 7.3.1 The individual requesting the release time will consult with the Chair to ensure coverage of courses can be accomplished.
 - 7.3.2 The individual requesting the release time will complete and submit the *Release Time Request Form* (SCP-2478.A), including the signature of the Chair.

- 7.4 The Chief Academic Officer will review the request and forward to the President or his/her designee with a recommendation.
- 7.5 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 Chair with approval or denial.
- 7.6 If approved by the President or his/her designee, the Chair will ensure necessary arrangements are made to have all classes fully covered and will ensure that the following distribution of the *Release Time Request Form* (SCP-2478.A) is made:
 - 7.6.1 Original to Human Resources for placement in file.
 - 7.6.2 Copies to Chair and Chief Academic Officer.

SECTION 8. CANCELLATION

8.1 SCI 2420

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

Distribution: Board of Governors (12 members)
www.southernwv.edu

Revision Notes: December 2012 – Policy reviewed with minor changes to reflect current titles.

March 2017 – Policy reviewed with minor changes to reflect current titles and to provide reference to SCP-2875, *Workload Requirements for Full-time Faculty*, and total credit hours for full-time faculty and instructional specialists.