

**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~~ 55, *Human Resources 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~~ May 4, 2021

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 comply with State travel regulations.

- 6.5 A faculty member with a multi campus teaching assignment may deduct the travel time between campuses each week from his/her weekly office hours 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.
- 6.9 Student advising will be scheduled and conducted at the faculty member's home campus. Individual advising cases where a student, due to extenuating circumstances, cannot meet at the faculty member's home campus, the faculty member will obtain authorization from their Dean at least three business days prior to scheduling the appointment. Every effort should be made by the faculty member to meet at their home campus, when this is not possible, all other methods of meeting the student (Zoom, MS Teams, Collaborate, etc.) shall first be used prior to initiating an alternate-campus meeting request.

SECTION 7. RESPONSIBILITIES

- 7.1 The Chief Academic Officer in consultation with the academic ~~chair/head~~ Dean 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)
www.southernwv.edu

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 accuracy with minor changes made.

November 2016 – Revisions reflect addition of a definition and change of a management title.

May 2021 – Revisions reflect updated references and titles, and addition of section 6.9 to include locations for student advising.