

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2875**

- SUBJECT:** Workload Requirements for Full-time Faculty and Instructional Specialists
- REFERENCE:** West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 45, *Community and Technical College Faculty Instructional Load*; Title 135, Procedural Rule, Series 8, *Personnel Administration*; Series 9, *Academic Freedom, Professional Responsibility, Promotion, and Tenure*; SCP-2171, *Professional and Educational Requirements for Faculty*; SCP-2375, *Home Campus Assignment and Campus Requirements for Faculty*; and SCP-3100, *Full-time Faculty Responsibilities for Academic Advising of Students*
- ORIGINATION:** April 15, 1985
- EFFECTIVE:** March 21, 2017
- REVIEWED:** November 2016

**SECTION 1. PURPOSE**

- 1.1 To establish class sizes, the work week and class loads for full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 The issuance applies to all full-time faculty members and instructional specialists of Southern West Virginia Community and Technical College who are classroom instructors.

**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.
- 3.2 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.
- 3.3 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. The appointment is for a specified term not to exceed three years. The instructional specialist is eligible to receive reappointment to additional terms. No number of term appointments shall create any presumption of a right to reappointment or to appointment as a tenure-track (probationary) or a tenured faculty. In addition to teaching, instructional specialists will have responsibilities for various academic support activities.
- 3.4 Fully Online Faculty – A full-time faculty member whose full load is considered fully online.

## **SECTION 4. POLICY**

- 4.1 Class Load – Full-time faculty course load shall be fifteen (15) credit hours or their equivalent per semester, a maximum of thirty (30) credits per academic year. Full-time instructional specialist course loads shall be eighteen (18) credit hours or their equivalent per fall and spring semesters, and six (6) credit hours or their equivalent per summer semester. Faculty overload teaching opportunities are addressed in Section 6, Subsection 6.2 of this policy.
- 4.2 Full-time Faculty Workweek – Full-time faculty shall post a minimum of twenty-two and one-half (22 ½) hours per week indicating lecture, clinical, lab and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.
- 4.2.1 Faculty assigned fully online courses shall indicate course contact hours as TBA on their schedule and provide specific contact guidelines for online students under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time.
- 4.2.2 Faculty assigned hybrid courses (courses with fifty (50) percent or more online) shall indicate the on-campus portion of the class on their schedule and provide specific guidelines for additional online contact under a Feedback Time Frames and Communication Methods page within each course in Blackboard. These guidelines should include a variety of methods of contact and contact hours including day and evening time frames as well as feedback guidelines which have a maximum forty-eight (48) hour response time. Faculty office hours are addressed in Section 6, Subsection 6.1 of this policy.
- 4.3 Instructional Specialist Workweek – Full-time instructional specialists shall post a minimum of thirty-seven and one-half (37 ½) hours per week indicating lecture, clinical, lab, and office hours. Workweek may include a combination of any of the following: weekdays, evenings, and weekends.
- 4.4 Class Size – Classes will have a minimum of ten (10) students. The following consideration may be justification for approving classes with less than minimum enrollments:
- 4.4.1 Room size,
- 4.4.2 Availability of equipment,
- 4.4.3 Upper level courses required for graduation,
- 4.4.4 Faculty/student ratios as mandated by accreditation standards,
- 4.4.5 Any reason deemed necessary by the Vice President for Academic Affairs.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 None.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 Office Hours – Each full-time faculty member shall maintain posted office hours of not less than seven and one-half (7 ½) hours per week on campus. Office hours shall have a minimum block of thirty (30) minutes. Fully online faculty may utilize one of the following methods to fulfill office hour obligations:
- 6.1.1 Traditional office hours scheduled on campus,
  - 6.1.2 Online hours in the Virtual Advising Center available for access by all students,
  - 6.1.3 Additional three (3) hour credit course counted as base course load, and
  - 6.1.4 Faculty teaching a combination of in-class and online courses may post up to three (3) hours of the seven and one-half ( 7½) office hours in the Virtual Advising Center.
- 6.2 Overload – Full-time faculty members and instructional specialists may be offered the opportunity to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the faculty supervisor shall consider the employee’s ability to perform both his or her regular and supplemental duties. All faculty shall be limited to a maximum of eight (8) unique preparations during any semester.

## **SECTION 7. RESPONSIBILITIES**

- 7.1 Full-time faculty members are expected to participate in College non-teaching functions as part of their faculty duties. These activities include, but are not limited to, the following:
- 7.1.1 Registration and student advisement,
  - 7.1.2 Committee assignments,
  - 7.1.3 Faculty meetings,
  - 7.1.4 Commencement exercises (absence requires the approval of the President), and
  - 7.1.5 Governance Day activities (absence requires the approval of the President).
- 7.2 The Vice President for Academic Affairs or assigned department/division leadership designee will ensure:
- 7.2.1 Each full-time faculty member is assigned a full class load or equivalent.
  - 7.2.2 Criteria for minimum class sizes are adhered to or justifications for exceptions are submitted.
  - 7.2.3 Non-teaching College responsibilities are equitably assigned to faculty members.

## **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**

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**Board of Governors Chair**                      **Date**

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**President**    **Date**

**Attachments:**            None.

**Distribution:**            Board of Governors (12 members)  
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**Revision Notes:**        November 2009 – Revisions provide clarity and reflect changes in management responsibilities.  
The policy was placed into the new format.

December 2014 – Revisions reflect changes in management responsibilities and job titles.

November 2016 – Revisions include definitions for Faculty, Full-time Faculty, Fully Online Faculty and Instructional Specialist. Clarification for expanded office hours and online faculty information.