

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3100**

SUBJECT: Full-time Faculty Responsibilities for Academic Advising of Students

REFERENCE: None

ORIGINATION: April 15, 1985

EFFECTIVE: January 12, 2018

REVIEWED: August 2017

SECTION 1. PURPOSE

1.1 To communicate full-time faculty responsibility for student academic advising.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All full-time faculty members.

SECTION 3. DEFINITIONS

3.1 Academic advising includes but is not limited to the following: educational plan development and revision, career counseling, student schedule construction and adjustment, and assistance with placement testing.

SECTION 4. POLICY

4.1 All full-time faculty members shall participate in the academic advising program.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Newly hired full-time faculty should be exempt from advising responsibilities during their first academic term of employment. The School Chair or designee will determine the timetable and method by which the new faculty members are acclimated to the academic advising process.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 The advising system shall be the responsibility of the School Chairs of Arts and Sciences, Career and Technical Studies, and Allied Health and Nursing.

- 7.2 Faculty members shall be assigned advising duties by the School Chair or designee.
- 7.3 An adequate number of full-time faculty shall be available for academic advising of students during scheduled office hours throughout each academic term and during regular registration periods prior to the beginning of each academic term. The School Chair or designee will assign full-time faculty to duties during general registration for academic advisement of students.
- 7.4 The School Chair or designee has the responsibility to see that faculty members within the School comply with this policy.

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 Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.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: September 2011 – Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities. The policy was formatted into the new policy template.

August 2017 – Revisions reflect no substantial changes in procedure or documentation. Revisions reflect changes in titles of academic personnel.