

SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
ACADEMIC AFFAIRS
PROCEDURE
SIP-3600

SUBJECT: Faculty Office and Class Schedule

REFERENCE: SCP-2875, *Workload Requirements for Full-time Faculty and Instructional Specialists*

ORIGINATION: July 1, 1984

EFFECTIVE: April 28, 2025

REVIEWED: April 11, 2025

SECTION 1. PURPOSE

1.1 The purpose of the schedule is to provide faculty accessibility for student advising and counseling.

SECTION 2. SCOPE AND APPLICABILITY

2.1 All full-time faculty members shall complete an Office and Class Schedule and distribute it in a prescribed manner.

SECTION 3. DEFINITIONS

3.1 Learning Management System (LMS) – The Learning Management System is a software application for the administration, documentation, tracking, reporting, automation, and delivery of education, training programs, materials, or learning and development programs.

SECTION 4. PROCEDURE

4.1 As a guideline, faculty teaching typical lecture classes shall schedule a minimum of 7 ½ office hours per week.

4.1.1 To serve students in all modalities, some portion of the required hours may be synchronous online hours using the appropriate online service.

4.1.2 Faculty will arrange office hours with exceptions approved by their respective Academic Dean.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

- 7.1 Prior to the end of the first week of class, faculty are to create their own professional-looking Office and Class Schedule and post a copy in the LMS. As soon as feasible, the Office and Class Schedule should be posted in a conspicuous location near the faculty member's office entrance. The Office and Class Schedule will include the following details in the header: faculty name, current term, office location, office phone number, and e-mail.
- 7.2 Full-time faculty shall distribute an Office and Class Schedule to the Academic Dean and Academic Administrative Associate within one week.
- 7.3 The Division Administrative Associate will place the Office and Class Schedule in the "Office Hours" folder on the designated file in Microsoft Teams.
- 7.4 The Academic Dean has the responsibility to ensure that all faculty members comply with this procedure.

SECTION 8. CANCELLATION

- 8.1 SCP-3600, *Faculty Office and Class Schedule*.

SECTION 9. REVIEW STATEMENT

- 9.1 This procedure shall be reviewed on a regular basis, and a time frame for review will be determined by the President or the President's designee. Upon such review, the Cabinet-level Administrator may recommend to the President's Cabinet that the procedure be amended or repealed.

Attachments: None.

Distribution: All Southern Employees via internet

Revision Notes: February 15, 2011 - The policy SCP-3600 was rescinded by the Board of Governors to reconstruct as a unit procedure.

August 2019 - Procedure reviewed, changes reflect current organizational structure and additional strategies to meet requirements for faculty office hours. SCP-3600.A, *Faculty Office and Class Schedule Form* was eliminated.

January 29, 2020 - Section 7.4 modified to include common elements that should be included in the header of the Office and Class Schedule.

April 2025 - The procedure was reviewed to reflect the current organizational structure, improve the clarity of each essential step in the procedure, and show transparency of responsibilities.