

**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: February 11, 2020

REVIEWED: January 29, 2020

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 None.

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 online and Interactive Classroom (ICR) students, some portion of the required hours should be synchronous online hours using Blackboard Big Blue Button or appropriate official online service.

4.1.2 All faculty will arrange some campus office hours even if the majority of classes are online. Any exceptions must be approved by their Academic Dean.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 None.

SECTION 6. GENERAL PROVISIONS

6.1 None.

SECTION 7. RESPONSIBILITIES

7.1 Full-time faculty shall complete an Office and Class Schedule by the end of the first week of classes, and post a copy in a conspicuous location near the faculty member's office entrance.

- 7.2 Full-time faculty shall distribute an Office and Class Schedule to the Academic Dean’s Administrative Assistant.
- 7.3 The School Administrative Assistant will place the Office and Class Schedule in the “Office Hours” folder on the shared drive. All employees will have read access to this folder. The Chief Academic Officer or designee and the School Administrative Assistants will have write access to the folder.
- 7.4 Faculty are to create their own professional looking Office and Class Schedule and post a copy 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.
- 7.5 The Academic Dean has the responsibility to assure that all faculty members in his/her school 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 with a time frame for review to 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.

SECTION 10. SIGNATURES

	<u>02/11/2020</u>
President	Date
	<u>02/11/2020</u>
Cabinet-level Administrator	Date

Attachments: None.

Distribution: All Southern Employees; Intranet

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.