

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

SUBJECT: Faculty Office and Class Schedule

REFERENCE: West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, *Community and Technical College Faculty Instructional Load*; Higher Learning Commission (2024), *Criteria for Accreditation*; SCP-2875, *Workload Requirements for Full-time Faculty and Instructional Specialists*

ORIGINATION: July 1, 1984

EFFECTIVE: November 19, 2025

REVIEWED: November 7, 2025

SECTION 1. PURPOSE

- 1.1 The purpose of this procedure is to ensure that all full-time faculty members maintain regular and posted office hours and class schedules that promote accessibility for student advising, mentoring, and academic support, in compliance with Title 135, Procedural Rule, Series 45, *Community and Technical College Faculty Instructional Load*, and accreditation standards of the Higher Learning Commission (HLC).

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This procedure applies to all full-time faculty members, regardless of teaching modality (in-person, hybrid, or online), and establishes institutional expectations for posting and maintaining regular office and class schedules.

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 Faculty teaching a standard instructional load shall maintain a minimum of 7.5 scheduled office hours per week, distributed to ensure reasonable availability to students.
- 4.2 Office hours shall include both in-person and virtual availability to meet the needs of students enrolled through various modalities.
- 4.2.1 Virtual office hours must be scheduled during consistent times each week using the institution's approved Learning Management System (LMS) or other designated communication platform.
- 4.2.2 Faculty are expected to respond to student inquiries within a reasonable time frame, generally within 48 hours during the instructional week.

- 4.3 Any variation from the required office hour minimum or schedule must receive prior written approval from the respective Academic Dean.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 None.

SECTION 6. GENERAL PROVISIONS

- 6.1 This procedure shall be implemented in accordance with the West Virginia Council for Community and Technical College Education, Title 135, Procedural Rule, Series 45, *Community and Technical College Faculty Instructional Load*, and all related institutional policies, including SCP-2875, *Workload Requirements for Full-time Faculty and Instructional Specialists*.
- 6.2 Faculty office and class schedules are subject to review and approval by the Academic Dean to ensure compliance with institutional expectations for accessibility, advising, and student support, consistent with accreditation standards of the Higher Learning Commission (HLC).
- 6.3 Any exceptions or modifications to this procedure must receive prior written approval from the Vice President for Academic Affairs or designee.
- 6.4 Failure to comply with the provisions of this procedure may result in corrective action in accordance with institutional policy and applicable provisions of the Faculty Handbook.

SECTION 7. RESPONSIBILITIES

- 7.1 Faculty are responsible for preparing a professional Office and Class Schedule that includes the following information:
- Faculty name and title
 - Term
 - Office location and phone number
 - Email address
 - Designated office hours (in-person and virtual)
 - Class meeting times and locations
- 7.2 Faculty must post their Office and Class Schedule:
- In the Learning Management System (LMS) by the end of the first week of classes;
 - In a visible location outside their office; and
 - Electronically in the designated shared “Office Hours” folder in Microsoft Teams.
- 7.3 Faculty are expected to update schedules promptly if changes occur and notify their Academic Dean.
- 7.4 The Academic Dean is responsible for ensuring compliance with this procedure and maintaining a record of posted faculty schedules within the division.

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.

November 2025 – Updated to align with the WVCTCS Title 135, Series 45; clarified requirements for online and hybrid office hours; incorporated HLC expectations regarding faculty accessibility and student support; and added a Section 6 General Provisions to establish institutional compliance and accountability standards.