

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

**SUBJECT:** Workload Requirements for Full-time Faculty

**REFERENCE:** West Virginia Community and Technical College Council Title 133, Procedural Rule, Higher Education Policy Commission, Series 45 *Community and Technical College Faculty Instructional Load*

**ORIGINATION:** April 15, 1985

**EFFECTIVE:** January 28, 1991

**REVIEWED:** November 2009

**SECTION 1. PURPOSE**

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

**SECTION 2. SCOPE AND APPLICABILITY**

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

**SECTION 3. DEFINITIONS**

- 3.1 None.

**SECTION 4. POLICY**

- 4.1 Class Load - A required course load shall be 15 credit hours or their equivalent per semester, a maximum of 30 credits per academic year.
- 4.2 Work Week - Full-time faculty shall post a minimum of 22 ½ hours per week indicating lecture, lab and office hours. Additional time will be required to fulfill committee and other college responsibilities as identified in this policy. Work week may include a combination of any of the following: weekdays, evenings, and weekends.
- 4.3 Class Size - Classes will have a minimum of 10 students. The following consideration may be justification for approving classes with less than minimum enrollments:
- 4.3.1 Room size
  - 4.3.2 Availability of equipment
  - 4.3.3 Upper level courses required for graduation

4.3.4 Faculty/student ratios as mandated by accreditation standards

4.3.5 Any reason deemed necessary by Chief Academic Officer

## **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.

6.2 Overloads - Full-time faculty members may be offered the opportunity to assume additional teaching workloads for extra compensation under a contractual agreement. In making such an agreement, the Department Chair shall consider the employee's ability to perform both his or her regular and supplemental duties.

## **SECTION 7. RESPONSIBILITIES AND PROCEDURES**

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

7.1.5 Governance Day Activities

7.2 Department Chairs 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**

  
\_\_\_\_\_  
**Board of Governors Chair**                      **03-02-2010**  
**Date**

  
\_\_\_\_\_  
**President**    **03-02-2010**  
**Date**

**Attachments:**        None

**Distribution:**        Board of Governors (12 members)  
                              www.southernwv.edu

**Revision Notes:**    November 2009 — Revisions provide clarity and reflect changes in management responsibilities. The policy was placed into the new format.