

# **WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS**

## **West Virginia State University and the West Virginia State Community & Technical College**

### **BOG Policy #55**

**Title: WVSTC Faculty Instructional Load Policy**

#### **Section 1. General**

1.1 Purpose: To establish the instructional load requirements and the activities which qualify for release time.

1.2 Scope: All faculty of the West Virginia State Community & Technical College.

1.3 Authority: Title 133, Procedural Rule, Higher Education Policy Commission, Series 45

1.4 Effective Date: October 28, 2004.

#### **Section 2. Policy**

2.1 Faculty are employed to perform instructional and other instructional related duties that meet the needs of the institution and the students it serves.

2.1.1 The full-time instructional load for community and technical college faculty in West Virginia is to be fifteen credit hours or the equivalent per semester.

2.2 Release/reassigned time may be granted to faculty who perform the following administrative duties:

- Program directors will receive 3 credit hours of release time.
- A program director with two or more programs will receive an additional 3 credit hours of release time if the combined advising load is over 100 majors. This applies only if the Program Director is the only faculty member. Every effort should be made to have one full-time faculty member for every program.
- Division chairs will receive 3 hours of release time for administrative duties. If a division chair is also a program director, the division chair receives additional release time (3 credit hours) for performing the duties of a program director.
- A faculty member who chairs one of the following committees will receive 3

credit hours of release time: WVSCTC Faculty Senate, Academic Policy Committee, Program Review and Assessment Committee, and Faculty Personnel Committee. Division Chairs cannot hold the position of chair in one of the major committees. (effective May, 2005)

- Upon approval of the Dean of Academic Affairs, faculty may be granted release time to assist in the completion of special projects.

2.3 Release/reassigned time may be granted to faculty involved in specific educational activities. (Contingent upon having ten students per class)

- A faculty member preparing and offering a new web course will receive 3 credit hours release time. The release time may be taken the semester the course is offered or the semester prior to the first semester the course is offered.
- A faculty member preparing a new course that he/she has not previously taught may receive release time on a one for one basis. If the course is a one credit hour course, the faculty member is entitled to one credit hour of release time; if the course is a three credit hour course, the faculty member is granted three credit hours of release time up to 4 credit hours. (Maximum of one course release time)

2.4 Contact Hours—Faculty activities that are equivalent to a credit hour, such as contact hours, are established as follows:

2.4.1 A three-hour lab for 10 students or more is equivalent to two credit hours, or each lab contact hour is equivalent to 0.67 credit hours.

For example: A four-credit hour course with three hours of lecture and three hours of lab per week would be calculated as follows:

3 hours of lecture		3 credit hours
<u>3 hours of lab</u>	<u>(3 x 0.67)</u>	<u>2 credit hours</u>
TOTAL		5 Equivalent Credit Hours

2.5 If a full-time faculty member has 120 students cumulative for four courses (4X 30) then he/she will receive 3 credit hours of release time.

2.6 Course Preparations—A class preparation is defined by a course number different from other courses included in the class load. The maximum number of course preparations per faculty member per semester is a goal of three-3 credit hour courses.

2.7 Course Enrollment—To be counted toward a faculty’s full-time teaching load, a minimum enrollment in a class **must be** 10 students.

- 2.7.1 Exceptions may be made with a recommendation by the Chair and approval by the Dean of Academic Affairs. Examples would be when students need the class to graduate, when new programs are beginning, or others as

deemed appropriate by the Dean of Academic Affairs.

2.8 Approval Process—The Chair recommends release time to the Dean of Academic Affairs. The Dean of Academic Affairs has the discretion to grant **or** deny release time based upon the needs of the institution.