SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-2748

SUBJECT: Request for Release Time for Full-time Faculty

REFERENCE: SAA-3000, C# 4-9899 dated March 8, 1999

ORIGINATION: January 28, 1991

EFFECTIVE: January 28, 1991

REVIEWED: December 6, 2011

SECTION 1. PURPOSE

1.1 To establish the policies and procedures governing granting and processing of requests for release time.

SECTION 2. SCOPE AND APPLICABILITY

2.1 This issuance applies to all full-time faculty members of Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

3.1 Release Time — Time a faculty member is granted away from a specified portion of his/her required teaching load of 15 credit hours in order to perform a special or alternative assignment.

3.2 Special/Alternative Assignment — Includes any project or assignment given to a faculty member outside his/her traditional teaching load.

SECTION 4. POLICY

4.1 Full-time faculty members may be granted release time from all or a portion of their teaching workload for the purpose of performing special or alternative assignments.

4.2 “Workload Requirements for Full-time Faculty” (SCP-2875) maintains that a 100% course load for a semester be 15 credit hours or its equivalent. The “Release Time Request Form” (SCP-2748.A) is intended to document the “equivalent” portion of the faculty member’s workload. Any assignment to a full-time faculty member that involves a reduction in the number of credit hours taught for a semester to less than 15 credit hours, must be documented using the “Release Time Request Form for Full-time Faculty.”

4.3 Examples of assignments that require a Release Time Request Form (SCP-2748.A) be completed include, but are not limited to: Projects approved under the faculty incentive program; election to the faculty senate, faculty advisory council, or other committee membership requiring release from teaching responsibilities; course or curriculum development; and/or developing methods for alternative delivery of courses.

4.4 When released time is granted, the faculty member’s total salary for both the released time assignments and full-time teaching duties shall not exceed one hundred percent (100%) of the total remuneration for his/her
full-time teaching workload. No release time will be approved without adequate documentation that the assignment, program, or project is in alignment with the Institutional mission and needs.

SECTION 5. BACKGROUND OR EXCLUSIONS

5.1 Release time shall be granted based on genuine institutional need and should not be used to meet faculty workloads due to cancelled classes.

SECTION 6. GENERAL PROVISIONS

6.1 Release time may be requested by the faculty member or the college administration or as provided by policy.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

7.1 Request by a Faculty Member.

7.1.1 A faculty member requesting release time from his/her teaching workload to perform a special assignment will complete and submit a Release Time Request Form (SCP-2748.A) to the Department Chair including a detailed description of the project to be completed as listed in special instructions. Note: Faculty Senate Chair is not required to submit the detailed description.

7.1.2 The Department Chair will evaluate the request and, if warranted, will recommend approval to the Chief Academic Officer. If release time is denied, the Department Chair will respond in writing to the faculty member with their rationale.

7.2 Request by the Department Chair.

7.2.1 The Department Chair will meet with the faculty member to outline the conditions of their release time and document the outcome of the meeting.

7.2.2 The Department Chair will complete and submit the Release Time Request Form (SCP-2478.A) to the Chief Academic Officer including the justification for the project.

7.3 Request by other Administrators.

7.3.1 The individual requesting the release time will consult with the Department Chair to ensure coverage of courses can be accomplished.

7.3.2 The individual requesting the release time will complete and submit the Release Time Request Form (SCP-2478.A), including the signature of the Department Chair.

7.4 The Chief Academic Officer will review the request and forward to the President or his/her designee with a recommendation.

7.5 The President or his/her designee is the final approval authority for all requests for release time. The President or his/her designee will return the completed form to the Department Chair with approval or denial.

7.6 If approved by the President or his/her designee, the Department Chair will ensure necessary arrangements are made to have all classes fully covered and will ensure that the following distribution of the Release Time Request Form (SCP-2478.A) is made:
7.6.1 Original to Human Resources for placement in file.

7.6.2 Copies to Department Chair and Chief Academic Officer.

SECTION 8. CANCELLATION

8.1 SCI 2420

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

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Attachments: SCP-2748.A, *Release Time Request Form for Full-time Faculty*

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

Revision Notes: December 2012 – Policy reviewed with minor changes to reflect current titles.