

# **MOUNTWEST COMMUNITY & TECHNICAL COLLEGE**

## **BOARD OF GOVERNORS**

### **Policy No. H-18**

#### **Full Time Faculty Qualifications, Appointments, and Instructional Load (Part of Faculty Personnel Policy)**

#### **1 General Information**

- 1.1 This policy defines the role, conditions of employment, and appropriate assignment of full time faculty members at Mountwest Community and Technical College.
- 1.1.a Authority: TITLE 133: Procedural Rule WV Council for Community & Technical College Education; Series 45: Community and Technical College Faculty Instructional Load.
- 1.1.b. Passage Date: November 22, 2021
- 1.1.c. Effective Date: December 22, 2021

#### **1.2. Definitions**

- 1.2.a. The term "full time faculty" refers to employment as a faculty member for a full academic year (at least a nine-month contract basis) for fifteen (15) credit hours teaching per semester or at least thirty (30) credit hours per academic year or the equivalent in teaching and/or administrative responsibilities.

#### **1.3. Qualifications**

- 1.3.a A Masters degree is the degree of preference for College faculty teaching transfer level coursework. Full time faculty teaching transfer coursework will have eighteen (18) transcribed graduate credit hours in the content area.
- 1.3.b A Masters or Bachelors degree are the degrees of preference for College faculty teaching occupational coursework. Full time faculty teaching occupational coursework will have fifteen to eighteen (15-18) transcribed graduate credits in the content area or a Bachelors degree and three (3) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience or an Associate degree and three to five (3-5) years of relevant occupational experience and/or relevant industry certifications and/or significant teaching experience. A Faculty Development Plan will be developed and submitted annually for any full time faculty holding less than a Bachelor's degree to include an assigned full time faculty mentor, plan for development of classroom pedagogic and classroom management skills, as well as plan for progress toward completion of a higher degree.
- 1.3.c Professionally related experience may be considered when evaluating a full time faculty's qualifications for appointment in lieu of graduate degree preparation, particularly in occupational program areas.

## 1.4. Faculty Appointments

1.4.a The faculty of Mountwest Community and Technical College shall be the appointees of the college's President. Faculty appointments may fall into one of the following classifications:

1.4.b Temporary: Those faculty members who have not been appointed in a tenure, tenure-track, or term status. Their appointment may be full-time or part-time and the appointment can be for one semester to one academic year. The appointment is only for the period and purpose specified with no additional interest or right obtained by the person appointed by virtue of such appointment. Temporary full-time (1.00 FTE or the equivalent) faculty appointments may be used only if one or more of the following conditions prevail:

- The position is funded by a grant, contract, or other source that is not part of the regular and on-going source of operational funding.
- The appointment is for the temporary replacement of an individual on sabbatical or other leave of absence. Such appointments are outside tenure-track status, are subject to annual renewal, and normally may not exceed three years.
- The position is temporary to meet transient instructional needs, to maintain sufficient instructional flexibility in order to respond to changing demand for courses taught, or to meet other institutional needs. The appointee is to be so notified at the time of the appointment. Such appointments are outside tenure-track status, are subject to annual renewal, and normally not exceed three years. The Dean may request extensions of these appointments on a yearly basis for a period not to exceed an additional three years.
- The appointee is granted a primary appointment as an administrator or to perform other non-instructional duties, with a secondary appointment that is instructional in character. Any faculty rank or teaching would be considered temporary, renewable on an annual basis. The appointee must be notified in writing of the status of any faculty rank.
- Appointment or reappointment to a temporary full-time faculty position shall create no right or expectation of continued appointment beyond the one-year period of appointment or reappointment.

Temporary faculty are evaluated at the end of the academic year (or semester if the appointment is for one semester).

1.4.c Tenured: Those faculty members who have attained tenure status as determined by the institution. Normally, tenured appointments are full-time (1.00 FTE or the equivalent) for the academic year.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenured appointment may be converted to a part-time tenured

- appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenured appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. This does not apply to actions associated with phased retirement programs.

1.4.d Tenured- Track: Those faculty members who have been appointed on a full-time (1.00 FTE or the equivalent) basis and have been designated as being in a tenure-track position.

- Under special circumstances, if requested by the faculty member and approved, a full-time tenure-track appointment may be converted to a part-time tenure-track appointment for a specified time period, normally not to exceed one calendar year.
- At the conclusion of the approved time period or an approved extension thereof, the faculty member will return to a full-time tenure-track appointment or, if the faculty member chooses not to return to a full-time appointment, the faculty member's employment will cease. Time spent in a part-time tenure-track appointment will not normally apply to the calculation of the years of service for the purposes of tenure nor will it result in any de facto award of tenure.

1.4.e Term: Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent) or part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

## **1.5. Instructional Load**

1.5 a. Faculty teaching loads will be submitted for review (workload worksheets) and approval during the semester preceding course delivery to the Office of Academic Affairs. Requests for awarding full time faculty overloads will be submitted to Deans and approved by the Office of Academic Affairs. Fulltime faculty overloads should be limited to 3 - 8 hours per semester. Additional overloads beyond the recommended amount may be approved by the Dean and Office of Academic Affairs in extenuating circumstances.

1.5.b Full time teaching faculty will maintain a fifteen (15) credit hour teaching load per semester or thirty (30) credit hour teaching load per academic year and will schedule eight (8) office hours over four (4) days each week. Independent Study sections are not calculated within academic year teaching workload unless approved by the Chief Academic Officer. Full time faculty will attend required departmental and College meetings and participate in course and program development, planning, evaluation, and outcomes assessment; student advising, recruitment, and retention activities; and workforce development.

1.5.c Faculty workload shall be calculated in terms of credit hours taught for lecture and contact hours for laboratory courses. Section sizes should generally be no larger than 30-35 students, and number of preparations should generally be no more than five. Faculty may be scheduled to teach on campus or off campus; in the evening or on weekends in order to make up their required course load. Participation in commencement activities is a normal part of a full-time faculty member's assignment.

- 1.5.d Reassigned time shall be awarded for College work to include coordinator and administrative equivalencies, as well as to meet programmatic accreditation requirements. Reassigned time can be awarded for curriculum development, special projects, and special assignments for the Dean or President's office. Faculty whose teaching load is restricted by specialized accreditation standards will work with the Dean for appropriate work schedules, which may include additional office hours. Requests for Reassigned Time will be submitted during the semester preceding scheduling of reassigned time activities for review and approval by the Chief Academic Officer. Requests should include a detailed list of outcomes beneficial to the institution expected to be attained through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester through which reassigned time was awarded.
- 1.5.e Collateral employment as well as registration for credited coursework by full-time faculty should be considered carefully by both the faculty member and the institution. The needs of the College (as employer) should be primary in this consideration.