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ADMINISTRATIVE LAW DIVISION**

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Form #5

NOTICE OF TECHNICAL CHANGES TO RULE

AGENCY: WV Council for Community and Technical College Education TITLE NUMBER: 135

CITE AUTHORITY: §18B-2B-6

RULE TYPE: PROCEDURAL X INTERPRETIVE _____

EXEMPT LEGISLATIVE RULE _____

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

AMENDMENT TO AN EXISTING RULE: YES X NO _____

IF YES, SERIES NUMBER OF RULE BEING AMENDED: Series 45

TITLE OF RULE BEING AMENDED: Community and Technical College Faculty Instructional Load

IF NO, SERIES NUMBER OF RULE BEING PROPOSED: _____

TITLE OF RULE BEING PROPOSED: _____

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE
EFFECTIVE DATE OF THIS RULE IS April 5, 2004

Angela S. Kerns

Digitally signed by Angela S. Kerns
DN: cn=Angela S. Kerns, o=WV Council for Community and Technical
College Education, ou=Chancellor's Office, email=kerns@wvctcs.org, c=US
Date: 2015.11.05 13:56:41 -0500

Authorized Signature



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SUMMARY
TECHNICAL CHANGES TO RULES
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION

Explanation of Need for Technical Changes:

Four rules were found to have institutional names of community and technical colleges that have long since been changed. In place of individually listing each individual community and technical college, a broader statement of "Public, higher education institutions within the Community and Technical College System of West Virginia" has been used to avoid future issues of the same.

Primary Contact: Angela S. Kerns
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Title 135 – Series 5

Existing Language:

2.1. The provisions of this rule apply to the employment of presidents of Blue Ridge Community and Technical College, the Community and Technical College at West Virginia University Institute of Technology, Eastern West Virginia Community and Technical College, Marshall Community and Technical College, New River Community and Technical College, Pierpont Community and Technical College, Southern West Virginia Community and Technical College, West Virginia University at Parkersburg, West Virginia Northern Community College, and West Virginia State Community and Technical College.

New Language:

2.1. The provisions of this rule apply to the employment of presidents at public, higher education institutions within the Community and Technical College System of West Virginia.

Title 135 – Series 37

Existing Language:

2.3 Eastern West Virginia Community and Technical College, Southern West Virginia Community and Technical College, West Virginia Northern Community College, New River Community and Technical College, Marshall Community and Technical College, Fairmont State Community and Technical College, Community and Technical College of Shepherd, West Virginia State Community and Technical College, Community and Technical College at West Virginia University Institute of Technology, West Virginia University at Parkersburg and any other college so designated by the Legislature.

New Language:

2.3 Public, higher education institutions within the Community and Technical College System of West Virginia.

Title 135 – Series 45

Existing Language:

2.1.1 The provisions of this section shall apply only to the establishment of a faculty instructional load policy at the Eastern WV Community and Technical College, Fairmont State Community and Technical College, New River Community and Technical College, Marshall Community and Technical College, Community and Technical College of Shepherd, Southern WV Community and Technical College, WV Northern Community College, WVU-Parkersburg, Community and Technical College at WVU Tech, West Virginia State Community and Technical College, and any other community and technical colleges so designated by the West Virginia Legislature.

To facilitate the development of a policy at each community and technical college, the institution will submit the established policy to the WV Council for Community and Technical College Education for review and approval.

New Language:

2.1 The provisions of this section shall apply only to the establishment of a faculty instructional load policy at public, higher education institutions within the Community and Technical College System of West Virginia.

To facilitate the development of a policy at each community and technical college, the institution will submit the established policy to the WV Council for Community and Technical College Education for review and approval.

Title 135 – Series 49

Existing Language:

3.3. "Higher Education Institution" or "Institution." Blue Ridge Community and Technical College, Community and Technical College at WVU Tech, Eastern West Virginia Community and Technical College, Marshall Community and Technical College, New River Community and Technical College, Pierpont Community and Technical College, Southern West Virginia Community and Technical College, West Virginia Northern Community College, West Virginia State Community and Technical College, and West Virginia University at Parkersburg.

New Language:

3.3. "Higher Education Institution" or "Institution." Public, higher education institutions within the Community and Technical College System of West Virginia.

**TITLE 135
PROCEDURAL RULE
WEST VIRGINIA COUNCIL FOR COMMUNITY AND TECHNICAL COLLEGE EDUCATION**

**SERIES 45
COMMUNITY AND TECHNICAL COLLEGE FACULTY INSTRUCTIONAL LOAD**

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SECTION 1. GENERAL

- 1.1 Scope: Rule establishing guidelines for community and technical colleges to utilize in developing a policy on faculty instructional loads.
- 1.2 Authority: West Virginia Code §18B-2B-6
- 1.3 Filing Date: November 4, 2015
- 1.4 Effective: April 5, 2004

SECTION 2. ESTABLISHMENT OF GUIDELINES

- 2.1 The provisions of this section shall apply only to the establishment of a faculty instructional load policy at public, higher education institutions within the Community and Technical College System of West Virginia.

To facilitate the development of a policy at each community and technical college, the institution will submit the established policy to the WV Council for Community and Technical College Education for review and approval.

SECTION 3. FACULTY WORKLOAD GUIDELINES

- 3.1. Faculty is employed to perform instructional and other instructional related duties that meet the needs of the institution and the students it serves. 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.
- 3.2. It is the responsibility of the president of the community and technical college, in consultation with faculty, to submit a faculty instructional load policy to the WV Council for Community and Technical College Education that reflects a faculty instructional load of fifteen credit hours or the equivalent per semester.
- 3.3. A faculty instructional load may consist of credit and non-credit instruction as part of the primary instructional load.
- 3.4. It is the responsibility of the president or provost to set equivalency rules for faculty instructional loads by determining how laboratory instruction, unusual instructional situations and other modes of direct instructional contact will be counted toward determining instructional loads.
- 3.5. When establishing an instructional load policy, consideration should be given to, among other issues, the following:

- 3.5.1. Types of courses, i.e. Lecture, laboratory, clinics;
- 3.5.2. Total contact hours per semester;
- 3.5.3. Section size;
- 3.5.4. Class preparation;
- 3.5.5. Coordinator and administrative equivalencies;
- 3.5.6. Programmatic accreditation requirements;
- 3.5.7. Summer school instructional load;
- 3.5.8. Instructional load equivalences unique to the individual institutions;
and,
- 3.5.9. Geographic location of course delivery.