

## Data Sheet: Study of Higher Education Faculty in West Virginia

### INSTITUTION: Blue Ridge CTC

1. Institutional Mission Statement: yes   X

**Key elements of the statement:**

The Blue Ridge Community and Technical College serves a population primarily in Berkeley, Jefferson, and Morgan counties by providing curricula and support services that address the intellectual, societal, and economic needs of its citizens and the region.

2. Current Merit Pay and Salary Documents: yes   X

a. **Current Merit Pay Policy (summarize):**

A merit pay process has been articulated and implemented for two years for full-time instructors. Sixty percent of the salary pool will be performance based, while the remaining 40% will be allocated across-the-board and to address inequities. The process consists of a Merit Evaluation Task Force, composed of five full-time faculty members, one from each division, appointed by the President. Members serve two years and may be reappointed after being off the task force for at least one year following the two-year service term. Applying for merit is voluntary and must include three service areas: instruction, institutional service, professional service. A merit pay evaluation form has been provided for task force use. To be eligible for merit, the applicant must exceed expectations in 10 or the 15 descriptors.

b. **Current Salary Policy (summarize):**

Promotions receive a 10% base salary increase. In addition, the 60/40% allocation policy stated above applies. Full-time faculty will also receive the Annual Experience Increment beginning July 2006.

c. **Current Practices (summarize):**

The policy articulated above will go into effect in the 2006-07 academic year. It is assumed that current salary practices are at the discretion of the President.

d. **Preliminary Recommendations or Comments:**

The Shepherd CTC, now known as Blue Ridge CTC effective July 1, 2006, has been in the past several years in its organizational phase after its separation from Shepherd University. To encourage full-time faculty to apply for merit, a streamlined process for application is recommended, one that interfaces the standardized end-of-year faculty report with the merit application itself.

3. Policies and Procedures for Faculty Evaluation, Promotion and Tenure:

yes   X  

**Preliminary Recommendations or Comments:**

The process for "closing the loop" on faculty assessment (giving faculty feedback after their annual report, for example) is still in the formative stage at Blue Ridge. It is recommended that there be some kind of formalized supervisor's report to faculty member after he or she has submitted the end-of-year report—perhaps in the form of a letter from the supervisor. Otherwise, assessment information is not fully utilized.

**4. Instruments for Faculty Evaluation**

a. Forms used by Faculty for Annual Reporting: yes   X  

b. Forms or other formats used by peer and/or administrative evaluators: no   X  

c. Forms or process to evaluate adjunct faculty: yes   X  

d. Forms used by students to evaluate faculty: yes   X  

**e. Preliminary Recommendations or Comments:**

While there are verbal assessments and feedback provided for adjunct staff, a more formalized process with written evaluation or feedback would be more useful.

**5. Information on Adjunct Faculty**

a. Policy Statement: yes   X  

b. Percentage of faculty headcount, paid part-time status:   81.4   %

c. Percentage of courses taught by adjuncts:   78.1   %

**d. Disciplines with high proportion of adjunct instruction:**

CAIB (Banking), CJST (Criminal Justice), GENS (General Studies), FSCI (Fire Science), PARA (Paralegal), SAFT (Safety Technology)

**e. Minimum Salary levels per semester hour:**

Adjunct salary is based upon credit hours taught and level of professional degree—doctorate = \$645 per credit hour; masters = \$515 per credit hour; bachelors = \$330 per credit hour.

f. Minimum 1 full-time person per program: no   X  

**g. Preliminary Recommendations or Comments:**

The Blue Ridge CTC is slightly under the 20% legislative mandate for tenured staff. While there must be flexibility for any community college in terms of staffing, a minimum 20% tenured faculty allows for continuity among those stable programs that do not depend upon economic capriciousness, such as General Studies courses. More full-time staff would also provide continuity for those programs that lack any full-time staff oversight.

**6. Faculty Workload Policy: yes   X**

**Summarize:**

For full-time teaching faculty, the normal teaching load is 15 credit hours per semester. In addition, full-time faculty must schedule ten hours per week for student consultation, as well as advise students during the advisement period.

**Preliminary Recommendations or Comments:**

There are no recommendations at this time.

**7. CTC Institutions:**

**Explanation of application of “term appointments”:**

Temporary full-time or “term” appointments may be granted for up to three years, subject to annual renewal. Exceptions include positions funded by special grant or contract, special instructional needs which can require an appointment for up to six years, or the appointment of an administrator or other employee with a secondary instructional appointment.

**Preliminary Recommendations or Comments:**

Blue Ridge CTC is below all other community colleges in terms of percentage of full-time, tenure-track faculty. Full-time, tenure-track staffing should include a minimum of 20% or more, particularly in such crucial areas as General Studies instruction, where there needs to be staffing stability. Renewable one-year term appointments should be in place as well.