

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

**INSTITUTION:** Bluefield State College

**1. Institutional Mission Statement: yes x**

**Key elements of the statement:**

The mission of Bluefield State College is to provide students an affordable, geographically accessible opportunity for public higher education. The College demonstrates its commitment to undergraduate and selected graduate-level education by providing a dedicated faculty and staff quality educational programs, and strong student support services in a caring environment. All programs are designed to promote the students' intellectual, personal, ethical, and cultural development. As a historically black institution, Bluefield State College prepares students for challenging careers, graduate study, informed citizenship, community involvement, and public service in an ever-changing global society.

**2. Current Merit Pay and Salary Documents: yes x**

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

Merit pay rewards full-time teaching faculty members who meet and/or exceed their school's performance criteria in the areas of teaching, scholarship, and service. During the previous two semesters, faculty must have taught at least six courses and/or eighteen credit hours and/or 360 contact hours to qualify. This provision does not preclude salary adjustments designed to address salary inequities, cost of living increases or the salary increases resulting from Bluefield State's promotion and tenure policy. The plan also encourages faculty to implement performance improvement plans. Research and clinical faculty are eligible for merit pay using other criteria.

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

1. FY06: Across the board
2. 80% performance and 20% across the board, starting FY07
3. 10% for promotion

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

1. Across the board 4.75 last year.
2. A new policy is being developed to determine salary for new faculty. The plan is to consider: Rank, years of teaching experience, years of other relevant experience, etc. The impact on current faculty salaries will be an important consideration.

**d. Preliminary Recommendations or Comments:**

None

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

**Preliminary Recommendations or Comments:**

The actual decision on promotion and/or tenure applications is made by the president of the college. Recommendations for approval or disapproval of promotion and/or tenure application are generated from four different campus groups:

1. Peers within the applicant's school/program area
2. The applicant's dean
3. The college-wide faculty Promotion and Tenure Committee
4. The Executive Vice President for Academic and Student Affairs.

**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: yes x**

**c. Forms or process to evaluate adjunct faculty: yes x**

**d. Forms used by students to evaluate faculty: yes x**

**5. Information on Adjunct Faculty:**

**a. Policy Statement: yes x**

**b. Percentage of faculty headcount, paid part-time status: 49%**

**c. Percentage of courses taught by adjuncts: 41%**

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

**Disciplines with 30% proportion of adjunct instruction are listed here.**

	Percent
PSYC	67
ARTS	75
ARSC (Methods in Teaching )	57
ENGL	51
MIET (Mining Engr. Tech)	50
ACCT	50
HUMN	40
MATH	40
POSC	33
BIOL	33
BUSN	30
HIST	30
SPCH	30

**e. Minimum Salary levels per semester hour for adjunct faculty:**

Varies by number of students in class: \$25 per credit per student.

**f. Minimum 1 full-time person per program: yes x**

**g. Preliminary Recommendations or Comments:**

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

**Summarize:**

The teaching load for full-time faculty is 12-15 credit hours which comprise 12-20 contact hours per week in classes. The minimum teaching load is 12 credit hours, or equivalent, each semester. As enrollments fluctuate, the teaching load may exceed the minimum. The contact hours include lectures, seminars, laboratories, workshops, supervised practice, and similar activities. The actual number of contact hours is based on the type of classes, the number of students in the classes, and the variations in course preparations (number of new courses, number of different courses, and number of total courses.)

**7. CTC Institutions (“Term Appointments”): [Not applicable]**