

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Concord University

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

Key elements of the statement:

Concord University provides a liberal arts education to its regional community, offers quality graduate and undergraduate programs, and enhances the cultural and economic life of southern West Virginia.

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

a. Current Merit Pay Policy (summarize):

At least 51% of new funds will go toward merit awards according to the following priority: faculty promoted in rank receive a 10% raise to base pay; faculty with a change in their highest degree earned status receive salary increase; the remainder of the pool will be distributed according to the merit plan, which awards merit pay according to accomplishment in teaching (1.0 weight), service (.75 weight), and professional development (.75 weight). The remaining 49% of new funds will be distributed to achieve equity with peer institutions.

b. Current Salary Policy (summarize):

Salary policy, as articulated above, consists of 51% merit and 49% across-the-board peer equity.

c. Current Practices (summarize):

The policy articulated above is designated as Concord University BOG Policy #18.

d. Preliminary Recommendations or Comments:

No recommendations at this point in time.

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

Preliminary Recommendations or Comments:

While the University mandates that each faculty member submits a yearly performance portfolio consisting of student course evaluations, advisor evaluations, and a professional activity summary sheet, there is no detailed criteria for applying for promotion—that is beyond a general expectation of “years and degree in rank.” A general statement does exist in the promotion policy draft that candidates must have “professional records that clearly indicate their continuing growth as teachers, scholars, and, broadly, as members of the larger academic community.” The “Procedure for Promotion in Academic Rank” notes the importance of “written evidence that attests to a candidate’s teaching competence, participation in student evaluations, potential for professional growth, research ability, and service to the institution and the community at large.” Beyond the expectation for evidence of good teaching, the other criteria are holistically evaluated based on the faculty member’s institutional duties and academic discipline. The criteria for tenure is specified in the tenure policy draft.

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

Student evaluations are administered to adjunct faculty, and the policy statement on adjunct staffing indicates that each adjunct faculty member will be evaluated annually.

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

e. Preliminary Recommendations or Comments:

5. Information on Adjunct Faculty

a. Policy Statement: yes X

b. Percentage of faculty headcount, paid part-time status: 47.8 %

c. Percentage of courses taught by adjuncts: 23.95 (F'02), 25.33% (F'03) %

d. Disciplines with high proportion of adjunct instruction:

Music, Education, Art, English

e. Minimum Salary levels per semester:

Corcord utilizes four pay levels for adjunct staff based upon level of expertise and degree: Level 1 = \$1200 per 3-credit hour course (**\$400 per credit hour**); Level 2 = \$1500 per 3-credit hour course (**\$500 per credit hour**); Level 3 = \$1700 per 3-credit hour course (**\$566 per credit hour**); Level 4 = \$1900 (**\$633 per credit hour**)

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

g. Preliminary Recommendations or Comments:

There is no mention of any system for "mentoring" adjunct or new staff; such a system is useful in programs in order to maintain adequate academic standards.

6. Faculty Workload Policy: yes X

Summarize:

12 credit hours a semester is generally considered full-time for most faculty, the exceptions being administrators, coaches, and those with additional administrative or other duties.

Preliminary Recommendations or Comments:

No recommendations are required.

7. CTC Institutions ("Term Appointments"): [Not applicable]