

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: The Community and Technical College at WVU Tech

1. Institutional Mission Statement: yes x

Key elements of the statement:

The Community and Technical College at WVU Tech promotes excellence in service, teaching, and learning, as well as prepares the current and future workforce, and provides lifelong educational opportunities.

2. Current Merit Pay and Salary Documents: yes x

a. Current Merit Pay Policy (summarize):

A Merit Award Evaluation Form is utilized by four evaluation levels: Chair, Division Peer Committee, Faculty Evaluation Committee, and Division Director. The President makes the final determination regarding salary. Faculty salaries are essentially 100% performance-based (although up to 5% of the annual college salary pool can be reserved by the President to address inequities or market adjustments).

b. Current Salary Policy (summarize):

1. The 100% performance-based policy described above applies.
2. Promotions receive a 10% base salary increase (over an above annual performance based salary).
3. Per recent legislation, full-time faculty (1.00 FTE) with three years of service will receive the Annual Experience Increment in July 2006.

c. Current Practices (summarize):

See above. The salary pool for performance-based increases awarded in 2006-07 will be 3.0%; increases will be effective October 1, 2006. The 10% increase for promotions will be effective at the beginning of the academic contract year.

d. Preliminary Recommendations or Comments:

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

All evaluations include three areas (teaching, professional development, service). An Evaluation Form is utilized by four evaluation levels: Chair, Division Peer Committee, Faculty Evaluation Committee, and Division Director. The President makes the final decisions based on input from these four levels.

Preliminary Recommendations or Comments: None

4. Instruments for Faculty Evaluation

- a. **Forms used by Faculty for Annual Reporting:** yes x [see below]
- b. **Forms or other formats used by peer and/or administrative evaluators:** yes x
- c. **Forms or process to evaluate adjunct faculty:** no x Note: some departments utilize the forms used for full-time faculty.
- d. **Forms used by students to evaluate faculty:** yes x
- e. **Preliminary Recommendations or Comments:** None

5. Information on Adjunct Faculty

- a. **Policy Statement:** yes x
- b. **Percentage of faculty headcount, paid part-time status:** 24%
- c. **Percentage of courses taught by adjuncts:** 8.38%
- d. **Disciplines with high proportion of adjunct instruction:**
Respiratory Therapy (taught in cooperation with Carver Career Center) and freshman seminar, has 44% of the sections taught by adjuncts. All remaining programs have less than 15% taught by adjuncts.
- e. **Minimum Salary levels per semester hour for adjunct faculty:**
Varies by discipline and degree held by the adjunct (\$300/credit hour is the minimum).
- f. **Minimum 1 full-time person per program:** yes x
- g. **Preliminary Recommendations or Comments:** None

6. Faculty Workload Policy: yes x

Summarize: All faculty members at the CTC WVU Tech have a Work Plan Agreement in their Faculty Personnel File by Jan 31 of each year. This Work Plan Agreement has components of teaching, professional development, and service. Full-time teaching faculty maintain a minimum 15-contact-hour teaching load per week and will attend required departmental and institutional meetings. Faculty teaching loads are calculated based on the following categories:

CATEGORY 1—For full-time faculty teaching all lecture (non-laboratory) courses, the faculty load will be 15 credit hours/15 contact hours.

CATEGORY 2—For full-time faculty teaching courses with primarily laboratory/clinical components, the faculty load will range between 18 and 21 contact hours.

CATEGORY 3—For full-time faculty teaching a combination of lecture, laboratory, and/or web-based courses, faculty load will range between 16 and 18 contact hours.

Faculty will have flexibility in scheduling the remainder of the work week with office hours (see CTC Policy 03-2), participate in consulting, research, workforce development, and/or course development, planning, and evaluation.

7. CTC Institutions:

Explanation of application of “term appointments”:

With rare exception, new appointments in the Community and Technical College at WVU Tech are one-year renewable term appointments.

Preliminary Recommendations or Comments:

None