

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Fairmont State University

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

Key elements of the statement:

The campus mission statement is linked to a vision statement and set of core values. The mission statement for Fairmont State University is student oriented, strives to provide opportunities for students to achieve professional and personal goals and to discover roles for responsible citizenship that promote the common good. The vision statement and core values as shared by the University and Pierpont Community and Technical College reflect how the mission will be accomplished. Scholarship, opportunity, achievement, and responsibility (SOAR) will be used to transform student lives. The campus provides an accessible, comprehensive education system, offering Master's, four year and two year degrees, providing an environment that will allow students to develop the knowledge, skills, habits of the mind, and intellect necessary for employment in a changing environment.

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

a. Current Merit Pay Policy (summarize):

The faculty merit plan is included in the BOG Salary Policy #25. Annually, faculty members create and submit a portfolio. Self, peer, Chair/dean and students may have input into the merit procedure. Merit is formula driven and based on a combination of three areas: scholarship or creative endeavors, service, and teaching. A maximum overall composite rating (OCR) of 4.00 may be achieved. Each faculty member selects a percentage of worth for each area at the beginning of each academic year. Each area has a range of acceptable values to choose from, ensuring that all areas are addressed when determining merit. The President meets annually with an Ad Hoc Merit/Promotion and Tenure Committee to establish specific policy recommendations for the use of the OCR data in determining merit increases.

b. Current Salary Policy (summarize):

Salary Policy #25 was revised and approved by the BOG on June 15, 2006. Twenty-five percent of the faculty salary pool will be distributed to address inequities and will be used bring all faculty up to 90% of their target salary, based on data from CUPA (median peer groups for rank, time in rank, discipline, and terminal degree attainment). For example, if a median CUPA salary is \$58,000, 90% for a faculty with terminal degree attainment is \$52,200. If the faculty member lacks a terminal degree the salary would be a 10% reduction of the terminal degree salary or \$46,980. The maximum target salary will be 110% of the CUPA base. The remaining 75% of total faculty salary pool will be distributed annually on the basis of merit pay. Both merit and equity adjustments will have a fixed and variable component with the variable portion reflected by the merit OCR annually attained by the faculty member. The Provost and Faculty Senate will consult to determine a minimal acceptable level for merit. Equity adjustments will be given only to those eligible for merit.

c. Current Practices (summarize):

The revised Salary Policy will be in effect for the 2005-06 annual faculty evaluations. Annually, 25% of the faculty salary pool monies will be used for equity and 75% for merit. Both equity and merit have a fixed and variable (dependent on OCR value) component and no equity will be given if merit has not been achieved. In addition to the Salary Policy increases, faculty are given a 10% increase in base salary with promotion in rank and will be given AEI after three years of documented full-time service.

d. Preliminary Recommendations or Comments:

No recommendations at this time. The Salary Policy clarifies the process used to distribute faculty salary pool monies based on equity and merit, and itemizes the factors that are used in the equity model calculation. The faculty member may select the percentage of service, scholarship or creative endeavors, and teaching to be used in their annual portfolio. The Provost consults with the Faculty Senate to determine a minimum level for merit and faculty had input into the Salary Policy revisions. Faculty are given a 10% increase in base salary with promotion in rank and will be given AEI after three years of full-time service.

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

yes x

Preliminary Recommendations or Comments:

No recommendations at this time. The stated policy is consistent with state code and HEPC rules. The practice of formal annual evaluation of all full time and half-time teaching/half-time administrative faculty is in place. Promotion and tenure policies and procedures are well defined and follow the Series 9, HEPC standards. All procedures utilize service, teaching, and scholarship or creative endeavor components. The University has developed a Senior Level designation at the Associate and Professor level to honor and reward veteran faculty members who have long held the highest rank open to them and have demonstrated continual exceptional teaching, scholarship and service. The designation is by formal application and approval. Documentation with presentation of evidence is required and reviewed according to established guidelines.

4. Instruments for Faculty Evaluation

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

Faculty submit an annual portfolio for evaluation to be reviewed by the Chair. The Provost or Dean evaluates the Chair portfolios. The portfolio format is created by the School or College of the faculty member and is approved by the Provost. The portfolios are also used for merit and in tenure and promotion application.

b. Forms or other formats used by peer and/or administrative evaluators: yes x

Peer and administrative evaluators use forms or follow formats provided for merit, tenure and promotion evaluation.

c. Forms or process to evaluate adjunct faculty: no x

There are no standardized forms or process used to evaluate adjunct faculty. Deans, Chairs, and coordinators make decisions concerning adjunct performance and retention.

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

All faculty including adjuncts are evaluated by students using a standardized IDEA form. The completed forms are evaluated by a national company and reviewed by the Chair or Dean and the individual faculty member and are used in the annual portfolios.

e. Preliminary Recommendations or Comments:

There are no recommendations at this time. Faculty use annual evaluation tools that have been constructed by each unit that help to individualize each member's contributions and accomplishments, and contain peer, student and Chair/Dean input. Adjunct faculty are not formally evaluated but a subjective evaluation occurs annually by coordinators, Deans and Chairs. The campus has a Center for Teaching Excellence to help mentor all faculty and help faculty to improve their teaching and delivery. New faculty are assigned faculty mentors. A Committee for Adjunct Issues has been established during the 2005-06 academic year.

5. Information on Adjunct Faculty

a. Policy Statement: yes x

b. Percentage of faculty headcount, paid part-time status 51.0% (four semester average)

2004-2005: Fall 2004 = 49.5%; Spring 2005 = 52.5%
2005-2006: Fall 2005 = 52.1%; Spring 2006 = 50.0%

c. Percentage of courses taught by adjuncts: 30.0% (four semester average)

2004-2005: Fall 2004 = 30.9%; Spring 2005 = 29.6%
2005-2006: Fall 2005 = 30.9%; Spring 2006 = 28.7%

d. Disciplines with high proportion of adjunct instruction:

Mathematics, Fine Arts (Music, Theater, Art), English and Business

e. Minimum Salary levels per semester hour:

*Adjunct salary is based on adjunct semesters of service and highest academic degree the faculty member has attained. The minimal salary scale for Doctoral degree with 0-4 semesters of service is \$555.00 per credit hour, and the minimal scale for Masters degree with 0-4 semesters of service is \$444.00 per credit hour. Salary increases are given with additional semesters of experience or when teaching a graduate or weekend college course.

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

g. Preliminary Recommendations or Comments:

No recommendations at this time. The campus is working diligently to lower the percentage of courses taught by adjunct faculty. Fairmont State BOG policy 36 strives to create a balance of full and part-time faculty with limits by setting overall percentages of adjunct use at the following levels: optimal (15%), acceptable (25%) and short term contingency (35%); and single multi-section course percentages at the following: optimal (40%), acceptable (50%) and short term contingency (60%), with accrediting bodies for individual programs taking precedence.

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

Summarize:

BOG policy 37 states a full-time teaching load is a minimum of 12 credit hours per semester. In addition to teaching, committee and community service, engagement in scholarly or creative endeavors, and professional development, and advisement of students are calculated at the weight of three hours for each category, although the credit may shift among the three areas. Faculty, therefore have a 21 credit hour load per semester or 42 credit hours per academic year. Adjunct faculty may work no more than 18 credit hours per academic year.

Preliminary Recommendations or Comments:

The workload policy is clearly stated and the Faculty Handbook contains additional information concerning classroom equivalencies and other faculty responsibilities.

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