

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Glennville State College

1. Institutional Mission Statement: yes x

Key elements of the statement:

Glennville State College is a student-centered learning community with an emphasis in teacher preparation. The college responds to the needs of West Virginia with a variety of programs, while honoring the values of integrity, tradition, leadership, and family.

2. Current Merit Pay and Salary Documents: yes x

a. Current Merit Pay Policy (summarize):

Personnel Policy 24 states, "At Glennville State College all annual increases in faculty salaries are based on merit."

b. Current Salary Policy (summarize):

Personnel Policy 24 states, "When funds are available for salary increases for faculty, funds for promotion increase [normally 10%] and equity adjustments – if any – would have the highest priority among the allocation of funds for salary increases."

c. Current Practices (summarize):

Faculty receive a 10% increase for promotion when funds are available. Merit recommendations are based on formulas that factor teaching, faculty development/achievement, and service with a 60:20:20 ratio. In each department, faculty members are ranked in each of the three areas, with a pre-determined point value assigned to each ranking. The cumulative point total is factored against the raise dollars available to determine the amount of the increase.

d. Preliminary Recommendations or Comments:

Items 2.a and 2.b above appear to be in conflict with one another.

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

Preliminary Recommendations or Comments:

Full-time faculty members are reviewed annually. Each faculty member prepares a portfolio that includes student evaluations of all classes. The portfolio is reviewed by the department chair. In years in which tenure or promotion are sought, the review is continued by a College Promotion and Tenure Committee and the Vice President for Academic Affairs. Policies for tenure and promotion appear to be consistent with HEPC Series 9.

4. Instruments for Faculty Evaluation:

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

Faculty submit a pre-formatted electronic portfolio for purposes of the annual review.

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

yes x :

Chairs use a form that aligns with the faculty electronic portfolio.

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

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

e. Preliminary Recommendations or Comments:

Faculty members may include with their annual portfolio a self-evaluative statement. The evaluation of one's work by the chair is guided by a "Faculty Role Model Rubric" that provide a range of point values for the three areas for review as well as for activities within the three areas.

5. Information on Adjunct Faculty

a. Policy Statement: yes x

BOG Policy 25 details adjunct policy.

b. Percentage of faculty headcount, paid part-time status: 43.6 %:

Although this appears to be alarmingly high, please see response "c," below, which is more representative.

c. Percentage of courses taught by adjuncts: 19.8 %

d. Disciplines with high proportion of adjunct instruction:

Although Finance, Geography, Health, Reading, Sports Management and Spanish have high percentages of courses taught by adjuncts, the actual number of sections is small: 1, 2, 2, 3, 2, and 1, respectively.

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

\$350 with bachelor's to \$500 with doctorate

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

g. Preliminary Recommendations or Comments:

6. Faculty Workload Policy: yes x

Summarize:

The "Faculty Workload Statement" articulates the types of activity expected of faculty. In general, faculty members are expected to teach at least 12 credit hours per semester (or the equivalent) and to be available 10 "office hours" per week.

Preliminary Recommendations or Comments: None.

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