

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Marshall Community and Technical College

1. Institutional Mission Statement: yes x

Key elements of the statement:

Marshall Community and Technical College is a learning-centered college that embraces student development and provides for the diverse, international, and changing educational, transfer, training, and employment needs of the communities it serves.

2. Current Merit Pay and Salary Documents: yes x

a. Current Merit Pay Policy (summarize):

MCTC Merit Guidelines:

The OVERALL FACULTY EVALUATION LEVEL calculated using the following format will be used to determine merit raises.

OVERALL FACULTY EVALUATION LEVEL will translate to the following values for purposes of merit raises.

3.51 – 4.00 = Exemplary

2.51 – 3.50 = Professional

1.51 – 2.50 = Needs Improvement

1.00 – 1.50 = Unacceptable

All faculty members who are rated 2.51 or above are eligible for merit raises. Values in the thousandths place that fall at 0.005 and above are rounded up and values below that are rounded down. For example 2.755 rounds up to 2.76, while 2.7649 rounds down to 2.76.

Merit money will be distributed to each division in proportion to the number of full-time, tenure and tenure track and continuing appointments. The OVERALL FACULTY EVALUATION LEVEL for all faculty who qualify for merit in a unit will be summed, each qualifying rating will be divided by that sum, and, then, multiplied by the raise pool available in the unit.

Merit raises will be added to base salaries.

Years without merit raises:

In the absence of college-wide merit raises, the next available merit raises will be based on faculty ratings that include all years without merit raises. In the years that merit monies are not available, averages of OVERALL FACULTY EVALUATION LEVELS for the consecutive years without merit raises will determine merit distribution within academic units. This applies only to times in which the college as a whole does not receive merit funding, not to years in which individual faculty members may be denied merit increases.

System review:

The faculty evaluation and compensation process shall be reviewed periodically to ensure reliability in reflecting faculty performance and fairness in awarding merit increases. Marshall Community and Technical College Faculty Council will

convene an ad hoc evaluation and compensation review committee to examine the process and recommend any needed alterations or revisions. The first review should be completed by the end of 2006, recommendations should be submitted by the summer of 2007 and revisions implemented in 2008. Additional reviews will occur as requested by recommendation of the Faculty Council or College President.

b. Current Salary Policy (summarize):

Each MCTC faculty member receives a salary increase of ten percent upon promotion in rank.

c. Current Practices (summarize):

Promotions receive a 10% base salary increase. The 10% increase for promotions will be effective at the beginning of the academic contract year. In addition, the merit-based policy described above applies. Per recent legislation, full-time (1.00 FTE) faculty will receive the Annual Experience Increment in July 2006.

d. Preliminary Recommendations or Comments:

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

yes x

a. Preliminary Recommendations or Comments:

FACULTY EVALUATION

Areas of Evaluation: Evaluation is based on specific goals that support the division and the college discussed between the faculty member and the director. The evaluation of each faculty member's performance will be based upon an assessment of activities in three areas: teaching/advising, professional development, and service to the college and its community. The Marshall Community and Technical College faculty are committed to teaching as the foremost professional responsibility. The standard College faculty teaching workload is 15 credit hours per semester. The average percentages of an individual College faculty member's workload are (1) teaching/advising, 70-90%; (2) professional development, 5-15%; and (3) service to the college and its community, 5-15%. The ranges allow for differing distributions of responsibilities for individual faculty during an academic term.

Procedures: The faculty will use a standard set of forms for annual evaluation, self-evaluation, planning page, student evaluation, and Director's/Associate Dean's evaluation of faculty. The forms will be signed by the faculty member, director/associate dean, and dean. A peer evaluation form will be available for those individuals who wish to use peer evaluation as a professional development tool. Peer evaluation is not part of the formal evaluation process. Faculty may choose to use other methods of peer evaluation as a tool for professional development and may include peer evaluation in the formal evaluation process if desired.

The evaluation process will include consideration of the following materials:

1. Annual Report
2. Self-Evaluation
3. Planning Page
4. Student Evaluation of Faculty
5. Director's/Associate Dean's Evaluation of Faculty.

Guidelines for Faculty Evaluation: Although a faculty member is evaluated in the three areas of teaching/advising, professional development, and service to the college and its community, the most important function of faculty at Marshall Community and Technical College is teaching. The major purpose of professional development activities and service activities is to support quality instruction. It is important that faculty remain current, especially in fields where changes occur rapidly. Professional development activities are essential activities are to keeping the content of classroom instruction current and pertinent. Service activities enable the college to function. Thus faculty members are required to engage in both professional development activities and service activities along with their teaching duties.

4. Instruments for Faculty Evaluation

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

- Annual Faculty Evaluation Report
- Faculty Planning Pages

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

Faculty are evaluated by:

- Students (using faculty and course evaluation forms)
- Faculty supervisors utilizing a class observation evaluation form

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

Part-time faculty are evaluated by:

Students using the same student evaluation system as full-time faculty.

Full-time faculty utilizing the same class observation form used to evaluate full-time faculty.

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

e. Preliminary Recommendations or Comments:

The forms and process seem to be adequate.

5. Information on Adjunct Faculty

a. Policy Statement: yes x

The term “adjunct faculty” refers to instructors who are employed to teach one (1) or more courses, not to exceed a total of seven (7) or eight (8) undergraduate hours for a designated semester with no commitment on the part of the college for subsequent employment.

The term “adjunct faculty” may also refer to unpaid volunteers with a courtesy title or instructors employed by a partner institution holding a courtesy unpaid appointment with the College. These appointments may be for an extended period of time and are subject to College review and approval.

Adjunct pay scales are based on academic credentials and workforce certifications that are applicable to effective teaching of course content.

- b. **Percentage of faculty headcount, paid part-time status:** 46% %
- c. **Percentage of courses taught by adjuncts:** 54% %
- d. **Disciplines with high proportion of adjunct instruction:**
Business & Info. Tech. – 35 courses; General Studies – 33 courses; Allied Health – 24 courses.
- e. **Minimum Salary levels per semester hour:** \$330 per credit hour
- f. **Minimum 1 full-time person per program:** no x
MCTC tries to maintain a minimum of one full-time faculty member per program; however, for the statewide programs (Technical Studies, Occupational Development, BOG A.A.S.) and several collaborative degree programs with area hospitals, MCTC does not have a full-time faculty member).
- g. **Preliminary Recommendations or Comments:**
A statewide effort needs to be made to increase adjunct faculty pay.

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

Summarize:

INSTRUCTIONAL LOAD

Faculty teaching loads will be submitted for review (workload worksheets) and approval during the semester preceding course delivery to the Office of Academic Affairs. Requests for awarding full time faculty overloads will be submitted by Division Directors/Associate Deans to and approved by the Office of Academic Affairs before scheduling an overload. Fulltime faculty overload should be limited to an amount equaling 20-30% of the normal load (for example, the normal load is 15 credit hours, so the overload would be limited to 3-5 credit hours per semester). *Assurance Section, Report of a Comprehensive Evaluation Visit to Marshall Community and Technical College, Huntington, West Virginia, April 28-30, 2003 for The Higher Learning Commission: A Commission of the North Central Association of Colleges and Schools (Page 3).*

Reassigned time shall be awarded for College work to include coordinator and administrative equivalencies, as well as to meet programmatic accreditation requirements. Reassigned time can be awarded for curriculum development, special projects, and special assignments for the Dean or President's office. through implementation of activities, as well as a summary report of outcomes accomplished at the conclusion of the semester through which reassigned time was awarded.

Preliminary Recommendations or Comments:

The CTC workload policies should be reviewed and perhaps parallel the college policies.

7. **CTC Institutions:**

Explanation of application of “term appointments”:

Those faculty members who have been appointed for a specific term as defined by the institution. The appointment may be full-time (1.00 FTE or the equivalent) or

part-time. While a full-time term faculty member is eligible to receive reappointment to additional terms, no single term may exceed three years. No number of term appointments shall create any presumption of a right to appointment as tenure-track or tenured faculty.

Preliminary Recommendations or Comments:

None