

## Data Sheet: Study of Higher Education Faculty in West Virginia

**INSTITUTION:** West Virginia Northern Community College (WVNCC)

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

**Key elements of the statement:**

WVNCC is a comprehensive community college that provides postsecondary opportunities to people in the Northern Panhandle's six counties. WVNCC has a college transfer program by which students can complete first two years of course work at the college and transfer as a junior to a senior institution of higher education. Further, the college strives to develop a workforce that can compete in today's global economy, and is responsive to the cultural and civic interests of the communities it serves.

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

**a. Current Merit Pay Policy (summarize):**

The recommendations for merit pay were accepted by the Faculty Senate and were implemented for the first time in the Spring 2006 semester. The merit cycle runs from March to March. The Merit Review Committee reviews merit requests. Faculty may apply for merit in three separate areas as follows: Instructional Performance, Institutional/Committee Service, and Professional Development/Service. Currently, Northern awards 60% merit from all new salary allocations each year.

**b. Current Salary Policy (summarize):**

The College places full-time nine-month faculty on a salary scale with ranges made according to rank. The ranks include Instructor, Assistant and Associate Professor, and Professor. Promotions are granted first at ten percent and distribution cannot be across the board. The president will hold ten percent of funds for performance beyond merit criteria or to address retention due to market pressures.

**c. Current Practices (summarize):**

Current practices are consistent with the documents, though a new merit pay policy is likely.

**d. Preliminary Recommendations or Comments:**

The Merit pay document was successfully employed for the first time for the spring semester 2006. It addresses the main issues of merit. Changes to the document will probably occur. Faculty salaries are applied in an equitable and consistent manner.

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

**Preliminary Recommendations or Comments:**

Current practices employed to evaluate faculty are consistent and well-defined procedures. Current practices used to evaluate and recommend faculty for promotion are consistent with documents and procedures.

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
- d. Forms used by students to evaluate faculty: yes X
- e. **Preliminary Recommendations or Comments:** The forms are employed in an appropriate manner and current practices are consistent with documents.

5. **Information on Adjunct Faculty**

- a. **Policy Statement:** yes X
- b. **Percentage of faculty headcount, paid part-time status:** 69.95 %
- c. **Percentage of courses taught by adjuncts:** 43.50 %
- d. **Disciplines with high proportion of adjunct instruction:**  
Social science, speech, political science, office administration, management, allied health sciences, history, refrigeration-air conditioning-heating, business administration, computer information technology, sociology, English, psychology, math, and respiratory care (30%-80% adjunct use is considered high).
- e. **Minimum Salary levels per semester hour:** \$425dollars or \$450 dollars per credit hr., based on experience or longevity only, for adjunct faculty
- g. **Minimum 1 full-time person per program:** yes X
- e. **Preliminary Recommendations or Comments:**  
The courses identified as being taught with high proportions of adjunct faculty are traditional community college courses. A high proportion was considered to be between thirty and eighty-three percent. All courses have more than one section and do not include workforce development or continuing education.

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

The college does have a Faculty Instructional Workload Policy, generally considered 15 hrs. The West Virginia Council for Community and Technical Colleges did not approve the workload policy because some components and issues in Series 45, section 3.5 were not addressed. The issues need to be addressed and a new policy approved.

**Summarize:**

**Preliminary Recommendations or Comments:**

The college needs to submit a new faculty workload policy for approval.

7. **CTC Institutions:**

**Explanation of application of “term appointments”:**

Community Colleges are required not to exceed twenty percent of full-time faculty to be tenured. Because WVNCC significantly exceeds that percentage, the College does not currently place any faculty in tenure-track status. Instead, “term” status is provided to faculty who are regularly employed by the college.

**Preliminary Recommendations or Comments:**