

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Pierpont Community and Technical College (A Division of Fairmont State U.)

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 Pierpont Community and Technical College is student oriented, strives to promote economic growth of the service region and state, and offers personal enrichment through opportunities for learning, training and further education. The vision statement and core values to be seamlessly shared by Fairmont University and the Community 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 two-year degrees, certificates, skill sets, and community education, 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 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 and a faculty committee meet annually 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, and discipline). For example, if a median CUPA salary is \$58,000, 90% for a faculty is \$52,200. 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 President and Faculty Assembly will consult to determine acceptable OCR scores. Equity adjustments will be given only to those eligible for merit.

A 10% base salary increase is granted with promotion and AEI will be awarded for faculty with three or more years of full time service to the State.

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 President consults with the Faculty Assembly 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 , no

Preliminary Recommendations or Comments:

The College has a policy consistent with state code and HEPC rules for **promotion** and follows the Fairmont State University policy for tenure since all faculty with tenure track positions were Fairmont State College hires. The practice of formal annual evaluation of all full time and half-time teaching/half-time administrative faculty is in place. Promotion 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 and the C&TC have 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. The College currently has 16 tenured faculty out of 58 total faculty (28%), with two faculty members who are currently on tenure track that do not have tenure. Although the College is over the mandated tenure cap percentage and has offered no new tenure track positions since becoming a community and technical college, it will need to establish a **tenure** policy consistent with state code and rules.

4. Instruments for Faculty Evaluation

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

Faculty submit an annual portfolio for evaluation that is reviewed by the Chair. The Assistant Provost evaluates the Chair portfolios. The portfolio format was created by the College as a whole and has been approved by the Assistant Provost and President. The portfolios are also used for merit and promotion evaluation.

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 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. 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, Coordinator, and the individual faculty member.

e. Preliminary Recommendations or Comments:

There are no recommendations at this time. Faculty use annual evaluation tools that have been constructed by the College faculty that help to individualize each member's contributions and accomplishments. The tools and contain peer, student and Chair input. Adjunct faculty are not formally evaluated but a subjective evaluation occurs annually by coordinators 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: 79.2% (four semester average)

2004-2005: Fall 2004 = 79.5%; Spring 2005 = 80.5%
2005-2006: Fall 2005 = 78.3%; Spring 2006 = 78.3%

c. Percentage of courses taught by adjuncts: 57.8% (four semester average)

2004-2005: Fall 2004 = 61.6%; Spring 2005 = 59.7%
2005-2006: Fall 2005 = 54.7%; Spring 2006 = 55.3%

d. Disciplines with high proportion of adjunct instruction:

Off-campus courses are frequently taught by adjunct faculty. The Liberal studies areas including Mathematics, English, Fine Arts, Business, and specific program courses including Laboratory Assistant, and Paraprofessional and Paralegal studies have a high proportion of adjunct professors.

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: no x

Paraprofessional (certificate program) and Paralegal (AAS) do not have a minimum of one full-time person associated with the program.

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: optimal (35%), acceptable (45%) and short term contingency (55%); and single multi-section course percentages at: optimal (60%), acceptable (70%) and short term contingency (80%), with accrediting bodies for individual programs taking precedence. The college with its vast service area offers a large number of off-campus courses that necessitate the use of adjunct faculty. The adjunct faculty are highly qualified for their position of responsibility and can utilize the Center for Teaching Excellence to enhance their abilities.

6. Faculty Workload Policy: yes x

Summarize:

BOG policy 37 states a full-time teaching load is a minimum of 15 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 two hours each, although the credit may shift among the three areas, for a total of 21 credit hours per semester or 42 credit hours per academic year. The College Assembly and the Council for Community College Education have approved a teaching workload equivalency policy to account for the additional responsibilities of a community college faculty member including, lecture and laboratory time, class preparations, class size and coordinator equivalencies, and temporary duties.

Preliminary Recommendations or Comments:

The workload policy is clearly stated in the BOG policy and the Assembly Workload Equivalency has been filed with the Council for Community and Technical Education.

7. CTC Institutions

Explanation of application of “term appointments”:

Faculty hired with term appointments are offered a three year appointment with guaranteed re-approval of the appointment each year, and with the issue of a yearly contract. The yearly academic contract may be set up for a 9, 10 or 11 month time of service, with the time of appointment to be renegotiated annually between the faculty member and President. Faculty members are entitled to additional term appointments beyond the first three years of service. Faculty members on full-time term appointments may serve in the Assembly, on campus and state-wide committees, and adhere to the guidelines stated in the campus and Assembly workload policies.

Preliminary Recommendations or Comments:

The term appointments are clear in intent and follow the guidelines in Series 9. Currently the College is over the mandated tenure cap and will offer term appointments until such time that tenure tracks may be reinstated.