

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: West Virginia University (Potomac State College)

Note: Subsequent to the legislation (SB 603) that mandated this study, and effective July 1, 2005, Potomac State College became a Division, rather than a regional campus, of West Virginia University. For the purposes of this study, then, at this time, most of the procedures under review are similar to, if not identical to, those followed on the Morgantown campus.

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

Key elements of the statement:

Potomac State College is a fully-integrated two-year division of West Virginia University offering certificate, associate and selected baccalaureate degree programs. It is committed to social justice and to practicing the principles of equality of opportunity and affirmative action.

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

a. Current Merit Pay Policy (summarize):

Faculty salaries are essentially 100% performance-based (although up to 5% of the annual college salary pool can be reserved by the Dean to address inequities or market adjustments). The procedure is formula-driven, and takes into account 1) the evaluation by peers and chairs of each mission area (teaching, research, service), each being characterized as highly meritorious (excellent), meritorious (good), satisfactory or unsatisfactory; 2) the proportion of each mission area assigned to the faculty member; and 3) the value assigned to each characterization by the college. The formula yields a percentage-based increase.

b. Current Salary Policy (summarize):

Promotions receive a 10% base salary increase. In addition, the 100% performance-based policy described above applies. Per recent legislation, full-time (1.00 FTE) faculty will receive the Annual Experience Increment in July 2006.

c. Current Practices (summarize):

See above. The salary pool for performance-based increases awarded in 2006-07 will be 3.0%; increases will be effective October 1, 2006. The 10% increase for promotions will be effective at the beginning of the academic contract year.

d. Preliminary Recommendations or Comments:

Although subject to continuing refinement, there are no additional recommendations at this time. Procedures and practices are working well.

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

Preliminary Recommendations or Comments:

There are no recommendations at this time. The practice of annual evaluation of all faculty (tenured, tenure-track, or nontenure-track, whether fulltime or part-time) by peer committees and chairs has been in place for the institution for

nearly two decades. Faculty, chairs, and deans are continuously trained about the process, which is well-understood. The process is consistent with West Virginia University Board of Governors Policy 2 and Higher Education Policy Commission Series 9.

4. Instruments for Faculty Evaluation

a. **Forms used by Faculty for Annual Reporting:** no x [see below]

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

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:

There are no recommendations at this time. Faculty assignments throughout the university (including those at the Health Sciences Center, Extension, and Librarians) are highly diverse. There is no institution-wide form, but each unit, including Potomac State College, has adopted a productivity report form consistent with the unit's needs. Annual evaluative statements that also characterize (rate) the individual's contributions in each mission area (see above) are written by peer committees and by chairs. In "action years" (in which decisions are made regarding promotion, tenure, or termination), the dean and the Campus Provost also provide such statements and recommendations for consideration by the Provost, to whom decision-making authority for these matters have been delegated by the President. All faculty are evaluated every year; hence, there is no special evaluation form for adjunct faculty.

5. Information on Adjunct Faculty

a. **Policy Statement:** yes x

b. **Percentage of faculty headcount, paid part-time status:** 59.1%
Note: this figure takes into account all fulltime and part-time faculty.

c. **Percentage of courses taught by adjuncts:** 37.1%
Note: this applies to courses taught on the Keyser Campus.

d. Disciplines with high proportion of adjunct instruction:

Arts and Sciences:

Criminal Justice, English, Mathematics, Nursing, Psychology

e. **Minimum Salary levels per semester hour for adjunct faculty:**
Note: this applies to courses taught on the Keyser Campus for Fall 2005.

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

g. Preliminary Recommendations or Comments:

The rates per semester hour for adjuncts have been raised effective spring 2006.

6. Faculty Workload Policy: yes x

Summarize:

The workload at Potomac State College is the equivalent of five three-credit undergraduate classroom courses in each of the two regular semesters, plus activities consistent with good university citizenship (committee service, etc.).

Preliminary Recommendations or Comments: [See Main Campus.]

7. **CTC Institutions (“Term Appointments”):**