

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: Southern West Virginia Community and Technical College

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

Key elements of the statement:

Southern is a comprehensive CTC in a rural environment which values being student-oriented, easily accessible, and highly flexible to the needs of Southern West Virginia.

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

a. Current Merit Pay Policy (summarize):

It is the policy of this institution to make faculty merit pay awards based upon satisfactory achievement of a pre-approved Merit Plan in accordance with the criteria and provisions outlined in this policy. The faculty member proposes exemplary completion of the plan in exchange for consideration of a monetary or other reward.

b. Current Salary Policy (summarize):

A policy is in place that establishes guidelines for salary administration whereby the President's recommendation for salary increases to the Board of Governors incorporates compensation methods deemed appropriate to accomplish the salary goals of the college. Such issues as market/peer competitiveness, performance, equity adjustments, or other common compensation practices are considered.

c. Current Practices (summarize):

A 10% salary increase on the existing base salary shall be awarded to a faculty member who is promoted in rank based upon meeting the criteria for such promotion as outlined in SCP-2686, *Promotion in Rank and Tenure Policy*.

d. Preliminary Recommendations or Comments: None

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

Preliminary Recommendations or Comments:

Promotion-In-Rank and Tenure policies seem to be in accordance with HEPC Series 9.

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

Same forms used for full-time faculty as used for part-time faculty.

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

e. Preliminary Recommendations or Comments:

The actual forms are listed on their Web page.

5. Information on Adjunct Faculty

a. Policy Statement: yes X

b. Percentage of faculty headcount, paid part-time status: 38 %

c. Percentage of courses taught by adjuncts: 38 %

d. Disciplines with high proportion of adjunct instruction:

Education – 94%;BOG Degree – 100%;Psychology -62%; Physical Science – 50%; Spanish – 100%; Sociology – 59%

e. Minimum Salary levels per semester hour: \$400

f. Minimum 1 full-time person per program: no X

g. Preliminary Recommendations or Comments:

Ideally, every program should have at least one full-time person.

6. Faculty Workload Policy: yes X

Summarize:

Full-time faculty shall post a minimum of 22 ½ hours per week indicating lecture, lab, and office hours; a required 100% course load shall be 15 credit hours or its equivalent. Each 3-hours credit course shall constitute a 20% load. Lab hours shall be calculated on a 3:2 ratio. Class load formula matrices were included as attachments. While 15 students is considered a minimum class size, such considerations as room size, availability of equipment, and upper level courses required for graduation are also taken into consideration as justification for approving classes with less than minimum enrollments.

Preliminary Recommendations or Comments:

This section was quite complete.

7. CTC Institutions:

Explanation of application of “term appointments:”

A term faculty member is one who has been appointed for a specific term as defined by Southern and is not eligible for tenure. No number of term appointments shall create any presumption to a right to appointment as tenure-trait or tenured faculty.

Preliminary Recommendations or Comments: