

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

**INSTITUTION:** West Liberty State College

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

**Key elements of the statement:**

West Liberty College, a student centered campus, strives to develop graduates with skill and knowledge that will allow them to be viable contributors to present and future community, work, and academic environments. The College has a caring, interactive atmosphere that meets the needs of the community. Attracting students from a tri-state region, the campus offers 4-year liberal arts and professional degrees, collaborates with West Virginia universities to provide graduate education, and offers cultural outreach programs, workshops, and seminars. Professionalism and personal integrity as well as social, cultural, and personal understanding and growth are stressed.

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

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

Faculty are evaluated annually and must meet core criteria utilized by each department in the categories of teaching (50 points), service (20 points), and professional activity (20 points). In addition, ten flexible points are distributed to service and/or professional activity in increments of 5 points. Each year the faculty member, department chair, and dean establish Performance Factors used to evaluate the faculty member at the end of the academic year. The factors may be changed during the year with approval. The faculty member completes a mid-year progress evaluation conference, and submits a final report with documentation. Annually, the chair calculates each faculty member's total points (100 max) using an established value for each performance factor completed. Merit pay is based on the numerical score achieved in the annual faculty evaluation. Effective 2005-06, 52% of the available faculty salary pool will be used for merit. Dollars for merit will be allocated into three levels using a norm-based rank order scale for each department. Forty-five percent will be distributed to the two highest levels and 10% to the lowest level.

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

Top salary priority, after the funding for the faculty salary pool has been determined, is to raise the average faculty salary to within 95% of the SREB. For total dollars available in the faculty salary pool, 52% will be directed to merit, 24% to across the board increases, and 24% will be used for longevity pay with a 1- 3, 4 -15, and 16 or greater years of service differential. The maximum annual salary increase is capped at 10%, except for special circumstances approved by the President. Summer salary is based on rank and total of assigned semester credit hours. The College has five ranks, lecturer through professor and the payment ranges from \$300.00 - \$500.00 per semester credit hour, advancing in \$50.00 increments per credit hour with an increase in rank.

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

For total dollars available in the faculty salary pool, 52% will be directed to merit, 24% to across the board increases, and 24% will be used for longevity pay with a 1-3; 4-15; and 16 or greater years of service differential. Faculty will receive a 10% increase in base salary upon promotion in rank. Faculty members are evaluated annually with evaluation scores related to merit pay. Teaching, service and professional development achievements are all part of the evaluation process.

**d. Preliminary Recommendations or Comments:**

No recommendations at this time. The current salary policy was approved in October 2005 and will be in place for the 2005-2006 and 2006-07 academic years. For total dollars available in the faculty salary pool, 52% will be applied to merit, 24% to across the board increases, and 24% will be used for longevity pay with a 1-3, 4-15, and 16 or greater years of service differential. Dollars for merit will be allocated into three levels using a norm-based rank order scale for each department. Forty-five percent will be distributed to the two highest levels and 10% to the lowest level. The faculty process of annual evaluation, planning, and documentation will remain the same.

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

yes   x  

**Preliminary Recommendations or Comments:**

No recommendations at this time. The stated policy is consistent with state code and HEPC rules. The practice of formal annual evaluation of all full-time faculty is in place. Promotion and tenure policies and procedures are well defined and follow the Series 9, HEPC standards. Credible documentation demonstrating teaching excellence, professional and scholarly activity, college service and professional conduct are reviewed in the tenure process. The tenure process includes self, peer, Chair, Dean and student input. Criteria for academic rank are well delineated and include a "meritorious professor" rank. This one-year rank may be held by associate professor or professor for one academic year and provides a one-quarter release from teaching to provide incentive for major career contributions. Only one faculty member may hold the rank for any given year.

**4. Instruments for Faculty Evaluation**

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

The Faculty Performance Planning document and the Performance Factor Sheet are used in the annual reporting of faculty performance.

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

Peer evaluation forms are not used, but written peer evaluations may be included in promotion and tenure documentation.

**c. Forms or process to evaluate adjunct faculty: no   x**

Students evaluate faculty after the completion of each course. Currently there is no structured evaluation process to evaluate adjunct faculty beyond the classroom form.

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

College based forms are used for the improvement of instruction and are completed after each course. Completed forms are sent to the computer center for analysis, and results are reviewed by the dean, chair and faculty member.

**e. Preliminary Recommendations or Comments:**

There is no formal process or form used to evaluate adjunct faculty.

**5. Information on Adjunct Faculty**

**a. Policy Statement: No   x**

The campus does not currently have a policy statement concerning adjunct faculty, though Board Policy 248 is pending.

**b. Percentage of faculty headcount, paid part-time status:   36.7   %**  
58/158

**c. Percentage of courses taught by adjuncts:   15   %**

**d. Disciplines with high proportion of adjunct instruction:**

Art, Criminal Justice, English and Music

**e. Minimum Salary levels per semester hour:   \$400.00**

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

**g. Preliminary Recommendations or Comments:**

The percentage of courses taught by adjunct faculty is low. The campus does not have an Adjunct Faculty policy statement.

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

**Summarize:**

The College considers a full-time faculty member teaching load to be a minimum of 12 semester hours and a maximum of 15 semester hours. Faculty assignments for teaching responsibilities beyond 15 credit hours that are compensated as overload pay must be approved by the Chair, Dean, and Vice President for Academic Services. Faculty can utilize uncompensated teaching in their annual faculty performance planning document.

**Preliminary Recommendations or Comments:**

No recommendations, the faculty workload policy is clear.

**7. CTC Institutions (“Term Appointments”): [Not applicable]**