

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

**INSTITUTION: West Virginia State Community and Technical College**

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

**Key elements of the statement:**

The mission of West Virginia State Community and Technical College as an administratively-linked institution to West Virginia State University is to provide comprehensive higher education and workforce training programs and services of superior quality that are financially and geographically accessible and that meet the individual, business, and community needs of the service region of Kanawha, Clay, and Putnam Counties.

To achieve the mission, WVSCTC also has ten principles that include the some of the following: programs and courses through the associate degree, transfer education, student development, regional services, learning-centered philosophy, linkage between secondary education and four year colleges and universities, and a healthy and safe environment in all campus activities.

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

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

Meritorious performance at WVSCTC is defined as the quality of a faculty member's performance as it relates to assigned responsibilities as outlined in the faculty contract, job descriptions, and faculty handbook. The faculty member's performance of assigned responsibilities is evaluated in the Annual Faculty Performance Plan (AFPP). The AFPP instrument is used to determine the percentage of merit pay each faculty member receives. The AFPP instrument is an evaluation document that involves faculty goal setting and self-evaluation as well as evaluation of the faculty member by the division chair. Faculty members who are division chairs are evaluated by the Dean of Academic Affairs. The faculty member and division chair meet and attempt to reach consensus on the AFPP numerical scores. If a consensus is not reached, the evaluation of the division chair prevails. The faculty member does, however, have the right to appeal.

Merit pay increases are determined in the following manner:

1. The total dollar amount of merit money allocated to the WVSCTC will be divided by the total number of full-time WVSCTC faculty who applied for merit.
2. This amount becomes the merit allocation per faculty member.
3. The *base merit allocation per faculty member* is the pay increase that each faculty member who applied for merit would receive if each such faculty member scored 100% on the AFPP.
4. A faculty member must score 70% or above on the AFPP to earn base merit.
5. If the faculty member scores 80% on the AFPP, then that faculty member would receive 80% of the *base merit allocation per faculty member*.
6. The 20% portion of the *base merit allocation per faculty member* which the faculty member does not receive, goes into a supplemental merit fund pool that will be redistributed equally to all faculty scoring 50% or above on the AFPP.
7. The amount each faculty member scoring 50% or above receives will depend on the amount of money in the supplemental merit fund pool and the number of faculty scoring 50% or above.
8. The amount of money in the merit fund pool will be divided by the number of faculty scoring 50% or above on the AFPP to determine the dollar amount of the supplemental merit pay each of the qualifying faculty members will receive.
9. Faculty members who scored 70% or more on the AFPP receive this supplemental merit money in addition to the base merit.

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

Each faculty member of West Virginia State Community and Technical College shall receive a salary increase of ten percent upon promotion in rank.

Since excellence in teaching is at the heart of WVSTC and providing support for faculty to excel as teachers is a fundamental value, the following attributes shall characterize a faculty salary policy at West Virginia State Community and Technical College:

1. Competitive faculty salaries should remain a top priority in college planning to increase the ability to compete for the best talent in the academic marketplace.
2. WVSTC shall make every effort to maintain salary levels comparable to those of peer institutions and market considerations.
3. A substantial part of faculty salary increases shall be based on merit by FY 2005.
4. WVSTC will strive to raise faculty salary levels to 95% of Southern Regional Education Board (SREB) levels.
5. In addition to salary and benefits, WVSTC will continually adopt strategies designed to reflect unconditional commitment to the continuous professional development of faculty.

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

Promotions receive a 10% base salary increase. The 10% increase for promotions will be effective at the beginning of the academic contract year. In addition, the merit-based policy described above applies. Per recent legislation, full-time (1.00 FTE) faculty will receive the Annual Experience Increment in July 2006.

**d. Preliminary Recommendations or Comments:** The merit pay policy was approved by the faculty and administration.

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

yes   x  

The WVSTC faculty evaluation system for promotion and tenure closely follows the state policy. Faculty submit a portfolio to apply for either tenure or promotion. Promotion is based upon the evidence of high standards, as outlined in the Community and Technical College's evaluation system, and the professional qualifications of a faculty member, including performance specific to the faculty member's contractual responsibilities and duties. Major faculty responsibilities, as outlined in the Faculty Handbook, include teaching, adherence to professional standards of conduct, accessibility to students, professional growth in academic discipline, research and/or creative activities, and service to the college and community. The policy states that equivalent educational credit can substitute for graduate work in the discipline.

**a. Preliminary Recommendations or Comments:**

The policy does not list clear criteria concerning the evaluation of equivalent educational credit to substitute for graduate work in the discipline.

**4. Instruments for Faculty Evaluation:**

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

The faculty member's performance of assigned responsibilities is evaluated in the Annual Faculty Performance Plan (AFPP). The AFPP instrument will be used to determine the percentage of merit pay each faculty member will receive. The AFPP instrument is an

evaluation document that involves faculty goal setting and self-evaluation as well as evaluation of the faculty member by the division chair. Faculty members who are division chairs are evaluated by the Dean of Academic Affairs. The faculty member and division chair meet and attempt to reach consensus on the AFPP numerical scores. If a consensus is not reached, the evaluation of the division chair prevails. The faculty member does, however, have the right to appeal the score to the Dean of Academic Affairs who must respond within three academic days. Any dispute unresolved at this level can be appealed to the West Virginia State University Faculty Grievance Committee. The Faculty Grievance Committee would report its recommendation to the WVSTC President. The decision of the President of WVSTC is final.

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

Faculty are evaluated by

1. Students (Student Evaluation Form)
2. Faculty supervisors utilizing a Class Observation Report
3. Faculty Evaluation/Self-Evaluation Form

**c. Forms or process to evaluate adjunct faculty: yes x**

Part-time faculty are evaluated by

1. Students using the same student evaluation system as full-time faculty.
2. Full-time faculty utilizing the same Class Observation Report used to evaluate full-time faculty.

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

**e. Preliminary Recommendations or Comments:** All evaluation forms are used for promotion, tenure, and merit.

**5. Information on Adjunct Faculty:**

**a. Policy Statement: yes x**

Defining an appropriate balance between full-time and adjunct faculty at WVSTC is predicated on the basic and important assumption that "faculty responsibilities at an institution are best fulfilled when a core of full-time teaching faculty has as its primary commitment the educational programs provided by the institution. This means full-time rather than part-time employment at the institution." (North Central Association). North Central Association also states that, "it is reasonable to expect that an institution would usually have at least one full-time faculty member for as many majors as it offers." WVSTC will maintain a goal of at least one or more full-time faculty members per program, dependent on the enrollment. Also in accordance with Senate Bill 653, an essential condition defined for CTC programs is: "A full-time core faculty, complemented by persons engaged through contract or other arrangements, including college and university faculty, to teach courses and qualified business, industry and labor persons engaged as adjunct faculty in technical areas." WVSTC will maintain a core faculty, contract with WVSC for general education courses (many which are taught by full-time instructors), and contract qualified business, industry and labor persons to employ as part-time faculty to meet the schedule demand and expertise unavailable among our full-time faculty.

The balance between full-time and adjunct faculty should be based on whether or not there is a viable core of full-time faculty in the CTC for the purposes of planning, advising, mentoring, and assessing students. The CTC will make that determination based upon the number of developmental and introductory courses offered, the need for specialized instruction, specialized accreditation needs, field-based components, and other factors relevant to the complexity of the CTC programs.

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

**WVSCTC Faculty Headcount and Percentages**

	Headcount	Percent	Number of classes taught	Percent
Full-time faculty	31	43%	133	71%
Part-time faculty	41	57%	55	29%
<b>Total</b>	<b>72</b>	<b>100%</b>	<b>188</b>	<b>100%</b>

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

**Full-Time vs. Part-Time Faculty by Department**

<i>Department</i>	<i>Taught by Full-Time</i>	<i>Percentage</i>	<i>Taught by Part-Time</i>	<i>Percentage</i>
Allied Health	12	52%	11	48%
Business Studies	34	69%	15	31%
College 101	3	38%	5	62%
Computer Science	15	88%	2	12%
Engineering Technology	18	90%	2	10%
English	8	62%	5	38%
Humanities	5	71%	2	29%
Information Technology	15	100%	0	0%
Mathematics	13	50%	13	50%
Meteorology	5	100%	0	0%
Physics	2	100%	0	0%
Power Plant Technology	3	100%	0	0%

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

- Allied Health
- Math

**e. Minimum Salary levels per semester hour: (\$425 )**

**f. Minimum 1 full-time person per program: yes\_\_\_x**

This is true except for the EDGE Collaborative Degree Programs which are coordinated by one full-time faculty member with released time, Technical Studies, and Occupational Development.

**g. Preliminary Recommendations or Comments:**

Each of the programs in "f" is largely unfunded statewide CTC initiatives.

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

**a. Summarize:**

The full-time instructional load for community and technical college faculty in West Virginia is to be fifteen credit hours or the equivalent per semester. Release/reassigned time may be granted to faculty who perform the following administrative duties.

- Program directors will receive 3 credit hours of release time.
- A program director with two or more programs will receive an additional 3 credit hours of release time if the combined advising load is over 100 majors. This applies only if the Program Director is the only faculty member. Every effort should be made to have one full-time faculty member for every program.
- Division chairs will receive 3 hours of release time for administrative duties. If a division chair is also a program director, the division chair receives additional release time (3 credit hours) for performing the duties of a program director.
- A faculty member who chairs one of the following committees will receive 3 credit hours of release time: WVSTC Faculty Senate, Academic Policy Committee, Program Review and Assessment Committee, and Faculty Personnel Committee. Division Chairs cannot hold the position of chair in one of the major committees. (effective May, 2005)
- Upon approval of the Dean of Academic Affairs, faculty may be granted release time to assist in the completion of special projects.

Release/reassigned time may be granted to faculty involved in specific educational activities. (Contingent upon having ten students per class)

- A faculty member preparing and offering a new web course will receive 3 credit hours release time.
- A faculty member preparing a new course that he/she has not previously taught may receive release time on a one credit hour to one credit hour basis.

**Contact Hours:**

Faculty activities that are equivalent to a credit hour, such as contact hours, are established as follows:

A three-hour lab for 10 students or more is equivalent to two credit hours, or each lab contact hour is equivalent to 0.67 credit hours.

If a full-time faculty member has 120 students cumulative for four courses (4X 30) then he/she will receive 3 credit hours of release time

**Course Preparations:**

A class preparation is defined by a course number different from other courses included in the class load. The maximum number of course preparations per faculty member per semester is a goal of three-3 credit hour courses.

**Course Enrollment:**

To be counted toward a faculty's full-time teaching load, a minimum enrollment in a class **must be** 10 students. Exceptions may be made with a recommendation by the Chair and approval by the Dean of Academic Affairs. Examples would be when students need the class to graduate, when new programs are beginning, or others as deemed appropriate by the Dean of Academic Affairs.

**b. Preliminary Recommendations or Comments:**

Faculty and administration were involved in the development of the policy. Comprehensive.

**7. CTC Institutions:**

**a. Explanation of application of "term appointments":**

WVSCTC term contracts have appointments for 1, 2, or 3 years, not to exceed three years, with contracts issued annually. A one-year appointment shall be for one academic year and may be renewed annually. Multiple year appointments shall be for two or three years in duration and shall not be affected by change in rank. Typically, new faculty members will be issued a one-year appointment. The recommendation for a multiple year appointment (with a limit of three years) must come from the Division Chair, Retention Committee, Dean of Academic Affairs, and be approved by the President.

**b. Preliminary Recommendations or Comments:** One year term contracts may hinder acceptance of job offers if candidates are moving and desire more assurance of continuance.