

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: WV School of Osteopathic Medicine

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

Key elements of the statement:

The WVSOM Mission Statement asserts that the institution “educates Primary Care Osteopathic Physicians for Rural Communities” in West Virginia. Education is primary.

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

a. Current Merit Pay Policy (summarize):

100% merit. The evaluations are based upon comparisons with explicit objectives and standards agreed upon by the faculty and administration.

b. Current Salary Policy (summarize):

Salary allocation is associated with the faculty member’s annual evaluation.

c. Current Practices (summarize):

Probationary faculty are evaluated by a Full Review yearly until they attain tenure. Tenured Faculty are evaluated by a Full Review every third year with a Brief Review of progress in the off years. Both Full and Brief Reviews will be accompanied by evaluation for merit pay using the procedure established in the Policy accepted by the Faculty and Administration.

Each faculty member is evaluated annually in the areas of Teaching (50%), Professional Development (35%) and Service (15%).

d. Preliminary Recommendations or Comments:

Policy is very thorough and stated in explicit detail in the Faculty Handbook.

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

yes X

Probationary faculty are evaluated by a Full Review yearly until they attain tenure. Tenured Faculty are evaluated by a Full Review every third year with a Brief Review of progress in the off years. Both Full and Brief Reviews will be accompanied by evaluation for merit pay using the procedure established in the Policy accepted by the Faculty and Administration.

Preliminary Recommendations or Comments:

Policy is very thorough and outlined in detail in the Faculty Handbook. Input in the decision is solicited from peers, students, and administrators.

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

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

e. Preliminary Recommendations or Comments:

The entire policy and procedure is outlined in the Faculty Handbook and agreed to by faculty and administration.

5. Information on Adjunct Faculty

a. **Policy Statement:** yes X

b. **Percentage of faculty headcount, paid part-time status:** N/A %

c. **Percentage of courses taught by adjuncts:** less than 5%

d. **Disciplines with high proportion of adjunct instruction:**
None

e. **Minimum Salary levels per semester hour:**

Salary levels vary according to the faculty member's education:

For MD or DO: \$200/hour times number of hours taught during a semester;

For PhD: \$150/hour times number of hours taught during a semester;

For MA: \$100/hour times number of hours taught during a semester.

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

g. **Preliminary Recommendations or Comments:**

Adjunct faculty are used primarily as clinical lecturers and clinical lab instructors.

6. Faculty Workload Policy: yes X

Summarize:

Basic Science Faculty are on 9 month contracts with the opportunity to apply for 2 month supplemental contracts for research and administrative responsibilities; the minimum number of student contact hours to be considered a full-time basic science faculty member is 450 hours. Clinical Science Faculty are on 12 month contracts, spending approximately 50% of their time in clinical settings; 300 student contact hours is considered the minimum number of hours to be considered a full-time clinical science faculty member.

Preliminary Recommendations or Comments:

Faculty workload policy is consistent with accepted norms for Schools of Osteopathic Medicine.

7. CTC Institutions ("Term Appointments"): [Not applicable]