

Data Sheet: Study of Higher Education Faculty in West Virginia

INSTITUTION: West Virginia State University

1. Institutional Mission Statement: yes x

Key elements of the statement:

Founded in 1891, **West Virginia State University** is a public, land-grant, historically black university, which has evolved into a fully accessible, racially integrated, and multi-generational institution. The University, “a living laboratory of human relations,” is a community of students, staff, and faculty committed to academic growth, service, and preservation of the racial and cultural diversity of the institution. The University’s mission is to meet higher education and economic development needs of the state and region through innovative teaching and applied research.

The undergraduate education at the University offers comprehensive and distinguished baccalaureate and associate degree programs in business, liberal arts, professional studies, sciences, and social sciences. In addition, the University provides opportunities for graduate education.

West Virginia State University is a vibrant community in which those who work, teach, live, and learn do so in an environment that reflects the diversity of America. Our comprehensive campus, which includes the West Virginia State Community and Technical College, provides numerous educational opportunities for our students. The University takes pride in its accomplishments and envision building upon associate degree programs, baccalaureate education, graduate offerings, and excellence in teaching, research, and service.

2. Current Merit Pay and Salary Documents: yes x

a. Current Merit Pay Policy (summarize):

In response to the state policy, the Faculty Senate and the Office of Academic Affairs developed a plan for the distribution of merit salary increases. The Office of Academic Affairs and the faculty of each academic school developed the definition of meritorious performance, and a common merit allocation instrument was developed for the university faculty. The instrument assesses three areas of achievement: teaching, scholarship, service. Sixty-five percent of the merit allocation is based upon the faculty member’s teaching. The department chairperson evaluates the faculty member’s teaching based upon designated criteria, and using the Department Chair’s Evaluation of Faculty. Student evaluation scores also contribute to this part of the score. The remaining allocation is based upon the faculty member’s service and scholarly activity record. Faculty members may choose to have their merit evaluated based upon 25% scholarship and 10% service or 20% scholarship and 15% service.

b. Current Salary Policy (summarize):

Each faculty member of West Virginia State University shall receive a salary increase of ten percent upon promotion in rank.

Since excellence in teaching is at the heart of WVSU 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 University:

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. WVSU 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.
4. WVSU will strive to raise faculty salary levels to 95% of Southern Regional Education Board (SREB) levels.
5. In addition to salary and benefits, WVSU 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 allows for 80% of new funds to be awarded on the basis of merit. 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 WVSU faculty evaluation system for promotion and tenure closely follows the state policy. Faculty submit a portfolio to apply for retention, tenure, or promotion. Promotion is based upon the evidence of high standards, as outlined in the University'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.

a. Preliminary Recommendations or Comments:

The WVSU system encourages faculty professional development in their teaching discipline and will not promote faculty completing the required graduate hours if it is not in his/her teaching discipline.

4. Instruments for Faculty Evaluation

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

WVSU requires all faculty to submit self-report if they are requesting retention, tenure, promotion, or a third year review for tenure track faculty.

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

Faculty are evaluated by

1. Class Observation Report by supervisor
2. Review of Instructional Materials form
3. Department Chair's Evaluation
4. Dean' Evaluation
5. Faculty Evaluation/Self-Evaluation form.

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

Part-time faculty are evaluated by

1. The same Student Evaluation of Faculty form as full-time faculty.
2. The same Class Observation Report and Review of Instructional Materials form 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 year-to-year retention, 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 WVSU 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). We believe that two-thirds of the full-time equivalent (FTE) credit hours produced should be taught by full-time faculty. The balance should be based on whether or not there is a viable core of full-time faculty in the College for the purposes of planning, counseling, mentoring, and assessing students. The College will make that determination based on the number of introductory courses offered, the need for specialized instruction, field based components and other factors relevant to the complexity of the school.

- b. **Percentage of faculty headcount, paid part-time status:** 41 %

- c. **Percentage of courses taught by adjuncts:** 33 %

- d. **Disciplines with high hour (\$425) or Quarter hour (N/A) for adjunct faculty:**

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

- g. **Preliminary Recommendations or Comments:** Hiring of part-time faculty allows WVSU to have a broader range of coverage to meet the demands for: teaching introductory and general education courses, supplementing limited full-time faculty, and for areas of expertise not held by WVSU faculty.

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

- a. **Summarize:**

While a completely equal faculty workload is unrealistic and unattainable, it is expected that every department and every faculty member will make a serious effort to bear a reasonable share. A typical undergraduate teaching load is regarded as 12 semester hours each semester and is assigned by the Department Chair. Faculty teaching graduate courses generally have a 9-credit course load. On occasion, some faculty may be asked to teach or may volunteer to teach a heavier load in order to handle small classes, independent study projects, or classes by arrangement.

To meet unexpected student demand or when part-time faculty are not available, a faculty member may be asked to teach an overload. Faculty members are normally paid for overload.

- b. **Preliminary Recommendations or Comments:**

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

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