

WEST VIRGINIA STATE UNIVERSITY BOARD OF GOVERNORS

West Virginia State University and the West Virginia State Community & Technical College

BOG Policy #51

Title: WVSCTC Policy on Faculty Merit

Section 1. General

1.1 Scope: Meritorious performance at WVSCTC is defined as the quality of a faculty member's performance as it relates to assigned responsibilities;

1.1.1 Faculty responsibilities are outlined in the faculty contract, job descriptions, and faculty handbook.

1.2 The faculty member's performance of assigned responsibilities is evaluated in the Annual Faculty Performance Plan (AFPP);

1.2.1 The AFPP instrument was developed by the Division Chairs and the Dean of Academic Affairs, and was approved by the WVSCTC faculty.

1.3 The AFPP instrument will be used to determine the percentage of merit pay each faculty member will receive.

1.4 Authority: WV Codes §18B-1-6 and §18B-2A-4.

1.5 Effective Date: June 24, 2004

Section 2: Procedure

2.1 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.

2.1.1 Faculty members who are division chairs are evaluated by the Dean of Academic Affairs.

2.2 The faculty member and division chair meet and attempt to reach consensus on the AFPP numerical scores;

2.2.1 If a consensus is not reached, the evaluation of the division chair prevails;

2.2.1.1 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.

2.2.1.2 Any dispute unresolved at this level can be appealed to the West Virginia State University Faculty Grievance Committee;

2.2.1.2.1 The Faculty Grievance Committee would report its recommendation to the President of West Virginia State Community & Technical College. The decision of the President of WVSCTC is final.

2.3 Merit pay increases will be determined in the following manner:

2.3.1 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;

2.3.1.1 This amount becomes the merit allocation per faculty member.

2.3.2 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;

2.3.3 A faculty member must score 70% or above on the AFPP to earn base merit.

2.3.3.1 If the faculty member scores 80% on the AFPP, then that faculty member would receive 80% of the *base merit allocation per faculty member*;

2.3.3.2 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.

2.3.4 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;

2.3.4.1 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.

2.3.5 Faculty members who scored 70% or more on the AFPP receive this supplemental merit money in addition to the base merit.