

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE
BOARD OF GOVERNORS
SCP-3245**

SUBJECT: Faculty and Administrative Productivity

REFERENCE: West Virginia Code §18B-7-7, Professional Productivity; West Virginia Code §18B-1A-3, Peer Institutions

ORIGINATION: October 20, 2005

EFFECTIVE: February 21, 2006

REVIEWED: November 2010

SECTION 1. PURPOSE

- 1.1 To ensure that employees of Southern West Virginia Community and Technical College are meeting the goals set forth in state statute.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy applies to all faculty and administrators employed at Southern West Virginia Community and Technical College.

SECTION 3. DEFINITIONS

- 3.1 Administrators — Employees in senior-level positions that should be reported according to the College and University Personnel Association (CUPA) administrator survey guidelines.
- 3.2 Full-time Faculty — An individual employed on a full-time year-to-year basis designated as faculty or instructional staff who holds rank and is assigned a full-time workload per institutional guidelines.

SECTION 4. POLICY

- 4.1 Administrators shall be at least 10 percent more productive than administrators at similar peer institutions in other states as selected by the West Virginia Higher Education Policy Commission in collaboration with the Council for Community and Technical College Education and approved by the Legislative Oversight Commission on Education Accountability (LOCEA). Appropriate measures of productivity will be determined by the Southern West Virginia Community and Technical College Board of Governors and compared with approved peer institutions in other states. Possible measures include number of administrators as a percent of full-time employees; average administrator salary as compared with similar positions at peer institutions in other states. Other appropriate measures may be determined by the Board of Governors.
- 4.2 Any administrator holding faculty rank must teach at least a minimum of three (3) credit hours per academic year. This teaching responsibility shall be considered as a part of the contractual responsibilities of that

administrative position and shall not require any additional compensation. Department Chairs who hold faculty rank shall perform teaching responsibilities as determined by the appropriate Academic Dean.

- 4.3 Faculty and instructional staff shall be at least ten percent more productive than faculty at peer institutions as approved according to West Virginia State Code §18B-1A-3. It is recognized, however, that many aspects of faculty productivity are intangible and cannot be measured by such simple methods as examining student/teacher ratio. Likewise, no single measure of faculty productivity is sufficient to measure overall productivity. While quantity is easily measured, quality is more meaningful when assessing faculty productivity. Therefore, a combination of measures will be used to determine productivity. Only comparable standardized data elements, as reported to nationally recognized data collection organizations, will be used for any comparative measurement of faculty productivity. Such measures may include:
- 4.3.1 Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
 - 4.3.2 Advising load shall be determined by the Department Chair in consultation with the faculty member.
 - 4.3.3 Program-focused qualitative measures shall include the percentage of graduates who pass licensing and/or certifications exams in their areas of study.
 - 4.3.4 Course-oriented productivity measures shall include course load and successful completion of duties assigned by the Department Chair and/or the Academic Dean.
 - 4.3.5 College governance committee service shall be determined by the Department Chair and/or Academic Deans.
 - 4.3.6 Professional development will likewise be assessed by the Department Chair and/or Academic Dean.
- 4.4 The population of faculty will be consistent with those reported in the Integrated Postsecondary Education Data System (IPEDS) survey. When appropriate, credit and contact hours will be related in a method determined by the College.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 This policy is not applicable to non-exempt employees.

SECTION 6. GENERAL PROVISIONS

- 6.1 None.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 Evaluation of administrator and faculty productivity is the responsibility of the appropriate Department Chair or Academic Dean or his/her designee working in conjunction with the Southern West Virginia Community and Technical College Board of Governors. The Board of Governors will approve the list of peer institutions. A productivity report will be presented each fall to that body.

SECTION 8. CANCELLATION

- 8.1 None.

SECTION 9. REVIEW STATEMENT

9.1 This policy shall be reviewed on a regular basis with a time frame for review to be determined by the President or the President’s designee. Upon such review, the President or President’s designee may recommend to the Board that the policy be amended or repealed.

SECTION 10. SIGNATURES

Board of Governors Chair **Date**

President **Date**

Attachments: None.

Distribution: Board of Governors (12 members)
 www.southernwv.edu

Revision Notes: November 2010 — Revisions reflect no substantial changes in procedure or documentation requirements. Revisions provide clarity and reflect changes in management responsibilities.