



SUBJECT: Faculty and Administrative Productivity

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

1. PURPOSE

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

2. SCOPE AND APPLICABILITY

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

3. DEFINITIONS

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

4. POLICY

- A. Administrators shall be at least ten 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.
- B. 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. Division Chairs who hold faculty rank shall perform teaching responsibilities as determined by the Chief Academic Officer but shall not be less than twelve (12) credit hours in an academic year.
- C. Faculty 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:

1. Credit hour production shall be determined by dividing the number of student credit hours by the number of faculty credit hours.
2. Advising load shall be determined by program by dividing the number of students assigned a faculty advisor by the number of full-time faculty in that program.
3. Program-focused qualitative measures shall include the percentage of graduates who pass boards and/or certifications in their areas of study.
4. Course-oriented qualitative measures shall include the percentage of successful completers (those with a grade of C or better) who score above the 50th percentile nationally on standardized exams such as those offered by the American Chemical Society, WorkKeys or Academic Profile. These measures shall also include the number of successful completers who score at least 70% on common final exams prepared by Southern faculty.
5. College governance committee service shall be determined by dividing the number of full-time faculty on all committees by the number of full-time faculty. Both standing and ad-hoc committees will be counted.
6. Professional development will likewise be assessed by determining the average number of workshops or seminars attended per faculty member. For each workshop or seminar, the number of faculty in attendance will be counted and summed for all workshops and seminars attended in that year, then the average will be calculated by dividing the sum by the number of full-time faculty. To be included in the total number of faculty, the faculty member must have attended at least one professional development activity.

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.

5. BACKGROUND OR EXCLUSIONS

This policy is not applicable to non-exempt employees.

6. GENERAL PROVISIONS

None.

7. RESPONSIBILITIES AND PROCEDURES

Evaluation of administrator and faculty productivity is the responsibility of the Executive Vice President 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 November to that body.



8. CANCELLATION

None.

9. REVIEW STATEMENT

All policies shall be reviewed on a three-year cycle by the President or President’s designee. Upon such review, the President or the President’s designee may recommend that the policy be amended or repealed. SCP-3245 is scheduled for review during the 2008-2009 academic year.

10. SIGNATURES

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Board Chairman	Date
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President	Date

Attachments: None

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Revision Note: