

**SOUTHERN WEST VIRGINIA COMMUNITY AND TECHNICAL COLLEGE  
BOARD OF GOVERNORS  
SCP-2226**

**SUBJECT:** Faculty Incentive Pay Program

**REFERENCE:** West Virginia Code §18B-8-2, *Faculty salary rules; Salary increases upon promotion in rank.*

**ORIGINATION:** April 1, 2001

**EFFECTIVE:** July 21, 2016

**REVIEWED:** March 2, 2016

**SECTION 1. PURPOSE**

- 1.1 To establish a multifaceted incentive pay program to reward the faculty for exemplary performance and completion of projects which meet the needs of the institution by achieving or moving toward the goals of the Institutional Compact and Master Plan.
- 1.2 Other benefits of the Faculty Incentive Pay Program are to improve performance; improve faculty knowledge and abilities; maintain currency in discipline; improve quality of advising; improve student retention; increase enrollment; improve service to the student, institution, and community; promote excellence in learning; provide performance feedback to faculty members; and improve instructional effectiveness.

**SECTION 2. SCOPE AND APPLICABILITY**

- 2.1 This policy is applicable to all full-time faculty.

**SECTION 3. DEFINITIONS**

- 3.1 Incentive Award – Monetary or other reward earned by exemplary performance or completion of an Incentive Plan approved by the President.
- 3.2 Incentive Project – Proposal developed by a faculty member which outlines a project which achieves or moves toward the goals of the Institutional Compact and Master Plan. The faculty member proposes exemplary completion of the project in exchange for consideration of a monetary or other reward. An Incentive Project proposal presents a new, creative, or innovative approach to improving individual, instructional, or institutional effectiveness.
- 3.3 Incentive Project Cycle – Period of time commencing April 1 and ending March 31 of each year during which Faculty Incentive proposals are submitted, approved, completed, evaluated, and the award is approved for payment.

**SECTION 4. POLICY**

- 4.1 It is the policy of this institution to make faculty incentive pay awards based upon satisfactory achievement of pre-approved projects through an Incentive Pay Program in accordance with the criteria and provisions outlined in this policy.

## **SECTION 5. BACKGROUND OR EXCLUSIONS**

- 5.1 Faculty may only receive incentive pay once for any one type of project. As an example, but not limited to this example is, a faculty member may receive incentive pay for developing a web course only once. It is expected that once a faculty member has developed this particular skill, he or she will apply such skill in the normal course of their duties in the future.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay Program include: participation in governance, longevity, service, faculty rank, or any criteria that are considered for faculty promotion in rank.

## **SECTION 6. GENERAL PROVISIONS**

- 6.1 General provisions and guidelines for the Faculty Incentive Pay Program include:
  - 6.1.1 The institutional budget for faculty incentive pay will be determined by the President.
  - 6.1.2 The number of incentive projects accepted, and therefore incentive pay awards given each year, will be based on the amount of funds available.
  - 6.1.3 A faculty member must apply for participation in the Incentive Pay Program by developing an Incentive project in accordance with provisions and time lines outlined in this policy.
  - 6.1.4 Submission of an Incentive Pay project does not guarantee acceptance into the program.
  - 6.1.5 Incentive pay will not become part of the faculty member's base salary.
  - 6.1.6 A range of monetary values for incentive pay awards may be established in order to meet the strategic needs of the institution. For example, projects which meet a targeted need may have an award that is higher than projects which, though meritorious, would not meet the strategic issues, goals, and objectives of the Compact and Master Plan.
  - 6.1.7 Non-monetary reward components may be considered. For example, granting of a multi-year appointment for a non-tenure track faculty or granting of release time.
  - 6.1.8 Achievement of an incentive project does not constitute continuance of incentive pay in succeeding years.
  - 6.1.9 Points of consideration for incentive pay are to be separate and distinct from promotion criteria.
  - 6.1.10 Receipt of faculty promotion in rank and an incentive pay award in the same year is possible, only if the components/criteria of the approved Incentive project are distinct and separate from those considered for promotion.
  - 6.1.11 Successful Incentive Pay Project applications and reports will be made available for review by other faculty, only with permission of the incentive pay recipient.
  - 6.1.12 Improvement plans designed and implemented to bring faculty performance up to satisfactory levels will not be considered as Incentive Pay Projects.

6.2 Eligibility Criteria:

- 6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive Pay Project for consideration.
- 6.2.2 The faculty member must have received a positive (beyond “satisfactory” or “average”) performance evaluation for the year immediately preceding submission of an Incentive Pay Project for consideration.

**SECTION 7. RESPONSIBILITIES**

- 7.1 It is the responsibility of the Division Head to ensure that all faculty receive an annual performance review according to institutional policy.
- 7.2 It is the responsibility of the faculty member to make application for incentive pay project consideration in accordance with the time lines established herein.

**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**

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**Board of Governors Chair** **Date**

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**President** **Date**

**Attachments:** SCP 2226.A, *Faculty Incentive Pay Program Criteria and Application Guidelines*  
SCP 2225.B, *Faculty Incentive Pay Program Agreement Form*

**Distribution:** Board of Governors (12 members)  
www.southern.wvnet.edu

**Revision Notes:** September 16, 2008 — Policy changed to new SCP format and minor title changes made.  
November 11, 2008 — Technical revisions only.  
February 16, 2011 — Revised to incorporate provisions of “Faculty Incentive Program.”  
May 3, 2016 – Title correction only in Section 7.1.