

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

SUBJECT: Faculty Incentive Pay Program

REFERENCE: West Virginia Code §§ 18B-2A-4 and 18B-8-2

ORIGINATION: April 1, 2001

EFFECTIVE: July 21, 2016

REVIEWED: April 12, 2024

SECTION 1. PURPOSE

- 1.1 To establish a multifaceted incentive pay program to reward faculty for exemplary performance and completion of projects which meet the needs of the institution by achieving or advancing the goals of the Strategic 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 advising quality, improve retention and increase enrollment, improve service initiatives, 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 a faculty member may earn by exemplary performance or completion of an Incentive Plan approved by the President.
- 3.2 Incentive Project – Proposal developed by a faculty member outlining a project which achieves or advances the goals of the Strategic Plan. If the faculty member completes the project in an exemplary manner, the College may award the faculty member 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 any awards are 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, , 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 his or her 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 President shall determine the institutional budget for faculty incentive.
 - 6.1.2 The number of incentive projects accepted and 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 timelines 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 shall not become part of the faculty member's base salary.
 - 6.1.6 The President may establish a range of monetary values for incentive pay awards in order to meet the strategic needs of the institution. For example, projects which meet a targeted need may earn a larger award than projects which, though meritorious, do not meet the strategic issues, goals, and objectives of the Strategic Plan.
 - 6.1.7 The President may consider non-monetary rewards, e.g., granting a multi-year appointment for a non-tenure track faculty or granting release time.
 - 6.1.8 An award of incentive pay is a one-time honor and does not entitle the faculty member to its continuance in succeeding years.
 - 6.1.9 Factors considered for incentive pay are separate and distinct from promotion criteria.
 - 6.1.10 A faculty member may receive promotion in rank and an incentive pay award in the same year only if the components/criteria of the approved Incentive project are distinct and separate from the promotion criteria.
 - 6.1.11 The President may make successful Incentive Pay Project applications and reports available for review by other faculty only with permission of the incentive pay recipient.
 - 6.1.12 The President shall not consider improvement plans designed and implemented to bring faculty performance up to satisfactory levels 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.

SECTION 7. RESPONSIBILITIES

- 7.1 It is the responsibility of the Academic Dean 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 apply for incentive pay project consideration in accordance with the timelines 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

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.southernwv.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.
April 12, 2024 – Revisions are grammatical in nature. Changing reference to Institutional Compact and Master Plan to Strategic Plan in Sections 3.2 and 6.1.6.