

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

**FACULTY INCENTIVE PAY PROGRAM CRITERIA AND APPLICATION GUIDELINES**

**1. Incentive Pay Projects Developed under Strategic Plan**

SCP-2226 *Faculty Incentive Pay Program*, provides the purpose, provisions, procedures, and timelines for application, approval, completion, and finalization of a Faculty Incentive Pay Project. This Appendix is intended to provide criteria and guidance for development of the Faculty Incentive Pay Project proposal.

The most important aspect of this program is that the outcomes of the Incentive Pay Project achieve or advance the strategic priorities, goals and objectives of Southern's Strategic Plan. As stated in the Executive Summary of the Strategic Plan "The Strategic Plan for Southern West Virginia Community and Technical College (Southern) serves as the institution's agreement with the people of West Virginia on how the College will expand and diversify the economy and help to increase the competitiveness of the State's workforce, and the contribution the College will make in creating a system of higher education that is capable of playing this vital role in the State's future." The Strategic Plan details how Southern plans to accomplish these goals. It is these goals and objectives from which faculty are to develop Incentive Pay Projects. The documents are available online at <https://www.southernwv.edu/assets/uploads/Strategic-Plan-2018-2023.pdf>.

Faculty Incentive Pay Projects must contain innovative and creative methods or activities. Faculty are encouraged to "think differently" about how this institution accomplishes its strategic goals and the role they can play in achievement of our mission.

**2. Other Criteria for Development of Incentive Pay Plans**

Faculty may use other criteria for development of Incentive Pay Projects. However, the availability of funds for programs not specifically tied to the institutional Strategic Plan may be limited. Faculty may use any of the following fields in their development of Incentive Pay Projects so long as they meet requirements for innovation and improvement and the faculty member can demonstrate that the project is tied to the strategic goals of the institution. Any Incentive Pay Project developed under this section must contain substantial innovation and demonstrate outcomes beyond the ordinary.

This section includes taking on any number of tasks voluntarily or at the request of the administration. However, a faculty member's Incentive Pay Project evaluation shall not be determined by the number of supplemental tasks or committees on which he or she has served, but by the quality of the participation and his or her willingness to assume assigned tasks.

**2.1 New or additional use of Technology (Technology Advances)**

- 2.1.1 Developing web-based course (when no release time provided or not part of regular job assignment)
- 2.1.2 Use of presentation software/hardware in class
- 2.1.3 Demonstration and requirement of student use of Internet for research, presentation software/hardware, email to communicate with peers and instructor, require use of application software for class assignment
- 2.1.4 Innovative or more effective use of ICR
- 2.1.5 Creation of software or technology

## **2.2 Teaching**

“Teaching” is broad and inclusive and encompasses instruction and activities such as advising, mentoring, and supervision (e.g., individual studies, course and program coordination, and assessment of learning outcomes).

- 2.2.1 Adopting alternative delivery methods including but not limited to developing courses in web-based, modular, or fast-track delivery format
- 2.2.2 Substantial, innovative improvement of classroom materials (syllabi, handouts, examinations, etc.)
- 2.2.3 Directed studies (independent studies, internships, challenge exams, portfolio evaluations, etc.)
- 2.2.4 Teacher exchange

## **2.3 Scholarly Activity**

“Scholarship” includes discovery (traditionally labeled research, especially published or presented to professional audiences), integration (e.g., inter- or cross-disciplinary efforts), application (e.g., used in teaching or solving social, community, or technical problems), and creative activity (e.g., works of art, performances).

- 2.3.1 Pilot new courses
- 2.3.2 Write grant applications and receive grant funding for the institution
- 2.3.3 Design/develop new programs
- 2.3.4 Major redesign of program curriculum
- 2.3.5 Author/coauthor textbooks or sections thereof
- 2.3.6 Volunteering/leading committees or advising work over the summer (non-paid work)
- 2.3.7 Accepting a gratis teaching assignment or non-paid independent study course load
- 2.3.8 Discipline-specific publication in journals
- 2.3.9 Present papers at national, state, or regional professional meetings
- 2.3.10 Develop textbooks or other instructional material
- 2.3.11 Participation above and beyond the norm in new instructional program certification/accreditation
- 2.3.12 Participation above and beyond the norm in professional association memberships (e.g., officer/committee assignment)

## **2.4 Professional Faculty Development**

“Professional Development” means substantial efforts at continued self-improvement that contribute to success in the workplace. An approved Incentive Plan may require the faculty member to complete more than one activity listed.

- 2.4.1 Obtainment of higher-level degree in a discipline or program that meets institutional needs, or acquisition of second graduate degree
- 2.4.2 Postdoctoral studies
- 2.4.3 National Science Foundation or similar study programs
- 2.4.4 Study trips abroad
- 2.4.5 Extensive research and study leading to course preparation or revision
- 2.4.6 Additional specialized course work in the discipline
- 2.4.7 Active participation/attendance/support of institutionally sponsored faculty development
- 2.4.8 Taking courses in delivery methods, adult learning, teaching strategics/methodologies, etc.
- 2.4.9 Attainment of new professional certifications

2.4.10 State, regional, or national association conference attendance

## **2.5 Retention Efforts**

Activities in this field must be different from normal events and go above what is normally required as part of regular jobs responsibilities.

2.5.1 Mentoring students (formal and documented)

2.5.2 Outstanding sponsorship of active clubs and student organizations

2.5.3 Sponsoring/coordinating award banquets, presentations, student recognition programs, etc.

2.5.4 Organizing, arranging, and planning or coordinating a new student-related public event

2.5.5 Judging/sponsoring academic contests or activities (e.g., science fairs, academic bowls, intermurals, etc.)

## **2.6 Recruiting Efforts**

Effective involvement and activity in executing the College Recruiting Plan (e.g., visiting schools, speaking at civic clubs, organizations, community events, etc.).

## **2.7 Service to the Institution**

Effective sponsorship and participation in college activities (e.g., golf outings, fundraising events, public relations activities, making presentations at graduations, etc.).

2.7.1 Providing expert advice/consultancy to the College

2.7.2 Plan, organize, and arrange successful public events

## **2.8 Service to the Community**

2.8.1 Sponsorship or activity applying the faculty member's expertise to benefit the College and its community in general, such as serving as a resource person for community groups

2.8.2 Sponsor or conduct lectures and seminars for community groups

2.8.3 Provide expert advice/consultancy to community groups

2.8.4 Professional exhibits, presentations, consulting, practice, or performances

## **2.9 Active in, and Supportive of, Assessment Activities**

Participates in planning and conducting assessment activities. This field not only requires a faculty member to support/subscribe to the philosophy and need for student assessment, but to recognize its relevance, and use the outcomes of assessment in a manner that makes a substantial improvement in program curriculum, student placement, or transfer. Results must be documented.