

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

SUBJECT: Faculty Incentive Pay Plan

REFERENCE: West Virginia Code § 18B-8-3a(a)(3)

ORIGINATION: April 1, 2001

EFFECTIVE: October 16, 2001

REVIEWED: November 11, 2008

SECTION 1. PURPOSE

- 1.1 To establish a multi-faceted program to reward faculty for exemplary performance and completion of projects or programs 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 Plan 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 member; and improve instructional effectiveness.

SECTION 2. SCOPE AND APPLICABILITY

- 2.1 This policy is applicable to all non-supervisory full time faculty. Division chairpersons and faculty coordinators are excluded from provisions of this policy.

SECTION 3. DEFINITIONS

- 3.1 Incentive Award: Monetary or other reward earned by exemplary performance/completion of an Incentive Plan approved by the President.
- 3.2 Incentive Plan: Proposal developed by a faculty member which outlines a program or project which achieves or moves toward the goals of the Institutional Compact and Master Plan. The faculty member proposes exemplary completion of the plan in exchange for consideration of a monetary or other reward. An Incentive Plan proposal presents a new, creative, or innovative approach to improving individual, instructional, or institutional effectiveness.
- 3.3 Incentive Plan Cycle: Period of time commencing April 1 and ending March 31 of each year during which Faculty Incentive Plan 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 a pre-approved Incentive Pay Plan in accordance with the criteria and provisions outlined in this policy.

SECTION 5. BACKGROUND OR EXCLUSIONS

- 5.1 Faculty who supervise or are responsible for performance evaluations of other faculty are not eligible to apply for incentive pay under this policy.
- 5.2 Activities/responsibilities which will not be included in the Incentive Pay Plan include: participation in governance, longevity, service, faculty rank, or any criteria that is considered for faculty promotion in rank.

SECTION 6. GENERAL PROVISIONS

- 6.1 General provisions and guidelines for the Faculty Incentive Pay Plan include:
- 6.1.1 The institutional budget for faculty incentive pay will be determined by the President.
 - 6.1.2 The number of incentive plans 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 Plan by developing an Incentive Plan in accordance with provisions and time lines outlined in this policy.
 - 6.1.4 Submission of an Incentive Plan 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, plans which meet a targeted need may have an award that is higher than plans 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 non-tenure track faculty.
 - 6.1.8 Achievement of an incentive plan 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 Plan are different than those considered for promotion.
 - 6.1.11 Successful Incentive Plan 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 which bring faculty performance up to satisfactory levels will not be considered as Incentive Plans.

6.2 Eligibility Criteria:

- 6.2.1 The faculty member must be employed at least one full academic year before submitting an Incentive Plan 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 Plan for consideration.
- 6.2.3 The faculty member must serve in a non-supervisory capacity to be eligible to apply for participation in the Incentive Pay Plan.

SECTION 7. RESPONSIBILITIES AND PROCEDURES

- 7.1 It is the responsibility of the Department Chair 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 consideration in accordance with the time lines established herein.
- 7.3 The Incentive Plan cycle established by this policy runs from April through March of the following academic year.
- 7.4 Time line and Responsibilities for Faculty Incentive Projects:

1 st Friday in November	Proposals due to Department Chairs
1 st Friday in December	Recommendation due from Department Chair to Vice President for Academic Affairs
3 rd Friday in December	Recommendation due to President from Vice President for Academic Affairs
1 st Friday of Spring Semester	Approval/Disapproval Notification for Faculty Incentive Project due from President to Faculty Member with a copy to the Vice President for Academic Affairs
Last Pay Period in January	Initial Payment (if applicable)
January — May	Faculty Member works on Project
1 st Friday in May	Mid-cycle Report/Conference with Department Chair
May — October	Faculty Member works on Project
1 st Friday in November	Final Report/Presentation due to Department Chair
3 rd Friday in November	Recommendation regarding Final Report due from Department Chair to the Vice President for Academic Affairs with a copy to the Faculty Member
1 st Friday in December	Recommendation regarding Final Report due from Vice President for Academic Affairs to the President with a copy to the Faculty Member

3 rd Friday in December	Notification of Final Decision due from President to the Faculty Member with a copy to the Vice President for Academic Affairs
All College Day, Spring Semester	Faculty Presents Project in a Session Devoted to Faculty Incentive Proposals (FIP)
Last Pay Period in January	Final Payment (if applicable)
Note: If release time is granted it begins either in the Spring or Fall Semester. Release time will only be granted if it is truly release time and not paid as overload.	

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: SCP 2226.A, *Faculty Incentive Pay Plan Criteria and Application Guidelines*

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 made to this policy.