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 timelines 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:

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

<table>
<thead>
<tr>
<th>Board of Governors Chair</th>
<th>Date</th>
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<tbody>
<tr>
<td>President</td>
<td>Date</td>
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</table>

### 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.