

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

**FACULTY INCENTIVE PAY PROGRAM AGREEMENT FORM**

This form, along with the approved Faculty Incentive Pay Project Proposal, describes the award conditions and the incentive option(s) provided to \_\_\_\_\_ (participant) for participation in the Faculty Incentive Pay Program of Southern West Virginia Community and Technical College (College) for the fiscal year \_\_\_\_\_.

As indicated through the signature(s) below, the participant agrees to fulfill all the terms and conditions associated with the completion of the approved Faculty Incentive Pay Project and required by the Faculty Incentive Pay Program described in College Policy, SCP-2226, the Criteria specified in SCP-2226.A, as well as those included within this agreement form.

In addition to this agreement form, the participant agrees to complete, sign, and submit on the date(s) due, **SCP-2593.A, *Payment to Individuals for Services Form***, with all necessary and required signatures, to receive any and all payments associated with the completion of this Faculty Incentive Pay Project.

**Section 1 – Project Description**

Please provide a brief description of the approved project. (The approved Faculty Incentive Pay Project Proposal must be attached to this Agreement Form.)

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**Section 2 – Award Conditions**

The participating faculty member agrees to all award conditions outlined in the *Faculty Incentive Pay Program*, SCP-2226 and SCP-2226.A, *Faculty Incentive Pay Program Criteria*.

Failure to complete the Incentive Pay Project in its entirety or failure to present all expected deliverables as outlined in the approved Faculty Incentive Pay Project **will result in the cancellation of this agreement and the forfeiture of any incentive pay associated with the project. In addition, the participant agrees to repay to the College any and all funds received in advance of the satisfactory completion of the approved Faculty Incentive Pay Project immediately upon failure to complete the project.**

Any course(s), material(s), program(s), service(s), and/or any other product(s) developed under the terms of this Faculty Incentive Pay Project become the sole property of Southern West Virginia Community and Technical College and any and all individual intellectual and/or other proprietary rights or claims of the faculty member are waived.

**Section 3 – Incentive Pay and/or Other Incentives Awarded:**

Please provide a detailed description of the incentive [monetary incentive pay, release time, etc.] awarded by the College and accepted by the faculty participant under the terms and conditions of the approved Faculty Incentive Pay Project. The description must provide dates upon which any monetary payment will be processed.

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\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Immediate Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chief Finance Officer

\_\_\_\_\_  
Date