



Title: #IV-15. WVU at Parkersburg Performance-Based Faculty Salary Increases

Date: May 13, 2003

This document is supplementary to the Faculty Salary Policy of West Virginia University, adopted by the WVU Board of Governors on June 7, 2002. It fulfills the directive that each college, school, or campus is to develop specific operating procedures.

Requirements, Process, and Policy

Requirements:

- 1) The WVU system requires that WVU Parkersburg develop a performance-based salary increase policy.
- 2) Performance-based salary increases must be tied to annual performance evaluation outcomes.
- 3) A fair and credible performance-based system must be as objective as possible and consistent across the college's academic divisions.

The Performance-based Salary Increase Process and Policy

- 1) Available funds will be allocated in a central faculty performance-based salary increase budget each year.
- 2) Performance-based salary increases will be based on annual evaluation. Faculty will not need to apply for these raises.
- 3) Evaluations will go through the division faculty evaluation committee and the division chair or in the case of division chairs; evaluations will go through the division faculty evaluation committee and the academic dean.
- 4) Individuals are evaluated and rated in the three performance criteria categories set by the college. These categories, which will normally be equally-weighted, are as follows:
 - **Teaching/Service to Students**
 - **Professional Growth and Development, and**
 - **Service to the Institution and Community**

- 5) Salary increases will be based on annual evaluation of faculty performance by the division chair plus the division evaluation committee or in the case of division chairs, by the academic dean plus the division evaluation committee as follows:
- a) Both evaluation parties will evaluate individuals in each of the three performance criteria categories and rate those individuals as having achieved unsatisfactory, satisfactory, good, or excellent performance in each performance criteria category.
 - b) Individuals receiving at least **one** satisfactory performance rating will qualify for a performance-based salary increase.
 - c) Individuals rated unsatisfactory by both evaluation parties in all three-performance criteria categories **will not** qualify for a performance-based salary increase.
 - d) Assigning point values to the performance rating criteria and adding those values allow administrators an objective way to determine an individual's performance-based salary increase. The assigned performance rating criteria point values are as follows:
 - Unsatisfactory = 0 (zero)
 - Satisfactory = 1
 - Good =2
 - Excellent = 3
 - e) Individual point totals may range from zero (0) points to 18 points depending upon the ratings awarded by both evaluation parties in all three-performance criteria categories.
 - f) The dollar value per point will be determined each year by dividing the funds available in the central faculty salary increase budget by the total number of faculty points.
 - g) The dollar value per point will be applied to individual employee point totals to determine employee performance-based salary increases.
- 6) Salary decisions will be announced in each division after the division chair review and the notification of the academic dean or in the case of division chairs, after review by the academic dean and the notification of the campus president.
- 7) This plan will be implemented for the academic year 2003-2004.