West Virginia Northern Community College

FACULTY MERIT PAY

ADMINISTRATIVE PROCEDURE AND REQUIREMENTS

Faculty merit pay at West Virginia Northern Community College will be awarded using the criteria and procedures detailed in this procedure.

Administrative Procedures: All full-time faculty members at West Virginia Northern are eligible for merit pay, providing they meet the deadlines and criteria for applying.

 The merit cycle runs from January to December of the current academic year.

No later than the third Friday in March, faculty must submit **two copies** of the Merit Request Packet and all documentation (in hard copy) to the office of the Vice President of Academic Affairs. The VPAA verifies merit eligibility and forwards merit packets to Merit Committee by the first Friday in April. One copy will be retained by the Vice President and the second will be provided to the Merit Review Committee. After merit packets are evaluated, one copy will be retained by the HR office as a permanent record.

Merit requests will be reviewed by the members of the Merit Review Committee comprised of two administrators named by the President, and five faculty members elected by the Faculty Assembly. The VPAA and HR Director will serve as non-voting members of the committee. The Committee will make recommendations to the President who will make the final decision. The Merit Review Committee will make its recommendations by the fourth Friday in April. By the final day of faculty current academic employment period, the President will notify all faculty members who applied for merit, if merit will be awarded and at what level.

In any year in which funds are not available for distribution as merit, the HR office will maintain records of certified meritorious points, which will be carried over to the next year in which funds become available, for a period not to exceed three years. The merit committee will convene to make recommendations to the President for the year funds become available.

Appeal Process
Faculty Merit award appeals are to be submitted in writing to the VPAA within seven days from receipt of the merit award notification. The appeal must outline the specific reasons for the appeal. The VPAA will review the faculty's merit packet and notify the faculty member of a decision regarding the appeal within seven days. Any further appeals are to be submitted through a grievance following the West Virginia Public Employees Grievance Board process.

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Criteria: To earn merit pay, faculty must complete and document activities from the Merit Activities List. Other activities can be completed with prior approval from the Division Chair using the appropriate "Other Activity" Request Form. *The Division Chair must indicate what will be **the only acceptable form** of documentation of activity completion on the "Other Activity" request form when they grant prior approval.*

Level One merit requires 12 points, Level Two merit requires 18 points, and Level Three merit requires 24 points. Monetary amounts attached to these levels will be determined yearly, based on available funding. Available funding will be distributed as follows:

Total points earned=(# at Level 3 x 24)+(# at Level 2 x 18)+(# at Level 1 x 12)

Total $ allocated/total points earned=Amount per merit point

Amount per merit point x 24 = Level 3 Award

Amount per merit point x 18 = Level 2 Award

Amount per merit point x 12 = Level 1 Award

Faculty must meet the requirements set forth in the Faculty Professional Plan and Evaluation Process and Timelines in order to be eligible for merit consideration. Verification that a faculty member has met these requirements is certified by the VPAA.

Faculty must meet all application deadlines and must supply appropriate documentation of completion for each activity to be considered for merit. Documents must be typed and on current merit forms to be considered by the Committee. One Merit Activity Identification and Documentation Form is to be utilized for each activity number. Faculty must include the Merit Pay Checklist with their packet.

No merit will be awarded for activities that were compensated through direct pay or release time. Faculty cannot be promoted and receive merit pay in the same year. If promotion is not granted, faculty who have met all merit deadlines and submitted a merit packet may then be considered for a merit award. Merit pay and salary scale increments can be awarded in the same year.

Faculty rank and years of service have no bearing on merit pay.

Merit Activities List with points

Unless procedure and requirements indicate otherwise, points are earned for each occurrence of the activity. No more than six (6) points may be applied toward merit from any one merit activity.

INSTRUCTIONAL PERFORMANCE

1. Added use of new educational technological equipment available for use by all faculty (2)

   This must be new educational technological equipment used for the first time with documentation by the Division Chair. This will only count for one course and excludes all software (PowerPoint, WebCT, etc.)

   Required Documentation: The only acceptable form of documentation is a signed letter of verification from the Division Chair.

2. Adopt alternate delivery method, excluding web-based classes (2)

   Examples would be teaching an accelerated course or an Intersession course for the **first time**.

   Required Documentation: The only acceptable form of documentation is a signed letter of verification from the Division Chair.

3. Teach for the first time web-based course using an approved college

   platform (3)

   An example would be any course that you originally taught in the classroom and are now teaching online, and you did not simply use a publisher's package without modification.

   Required Documentation: The only acceptable form of documentation is a signed letter of verification from the Division Chair.

4. Pilot new course (3)

   An example would be a course that none of your colleagues has taught for at least 3 years or a course that has never been taught at Northern.

   ***verification of course running is required

   Required Documentation: The only acceptable form of documentation is a signed letter of verification from the Division Chair.

5. Other Activity related to Instructional Performance (2)

   Any other activity may be completed with **prior approval** from the Division Chair by utilizing the Merit Activity Pre-Approval Form.

   > **Required Documentation:** *The Division Chair must indicate what will be the **only acceptable form** of documentation of activity completion on the "Merit Activity Pre-Approval Form when they grant prior approval.*

INSTITUTIONAL/COMMUNITY SERVICE

6. Mentor part-time or new faculty (1 per person mentored)

> **Required Documentation:** The only acceptable form of documentation is a completed Merit Activity Verification Form. This activity excludes promotion mentors.

7. Advise WVNCC student club or organization or newspaper, etc. (2)

> Coaching student teams would be included in this. Classroom activities that are for fundraising or community projects are generally excluded.

> **Required Documentation**: The only acceptable form of documentation will be a letter of verification from Student Activities and will verify significant activity by the faculty member. Classroom projects requiring great effort by the faculty may be eligible and need to have a letter of verification by the Division Chairperson or VP of AA.

8. Participate in discipline related activities that help promote the college and which require your expertise in your field (2)

> Examples would be judging a speech contest, judging essay contests, providing blood pressure screenings, organizing or judging science fairs, participating in math field days, judging culinary contests, and so forth.

> **Required Documentation:** The only acceptable form of documentation is a signed letter or an e-mail from an event coordinator; photographs are NOT an acceptable form of documentation.

9. Participate in more than one recruitment activities (2)

> Program directors are excluded. Regular advising duties are also excluded.

> **Required Documentation:** Proof of initial activity, using a signed letter or an e-mail from an event coordinator, used to satisfy faculty position description must be included. The only acceptable form of documentation is a signed letter or an e-mail from an event coordinator.

10. Speak in public in a capacity representing the college (2)

> Examples would be lectures, book review, presenting informational programs on wellness, etc.

> Multiple presentations of the same material in the same year can be only counted one time.

> This category cannot include recruitment activities.

> **Required Documentation:** The only acceptable form of documentation is a signed letter or an e-mail from an event coordinator.

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11. Participate in off-contract academic advising activities (2)

> An example would be off-contract or unpaid assistance advising students or potential students at an advising activity or orientations. Multiple advising activities or orientations will be counted one time.

> **Required Documentation:** The only acceptable form of documentation must provide verification of completed service using a signed letter or an e-mail from the activity coordinator, agendas are NOT acceptable documentation.

12. Present faculty or staff workshop (2)

> **Required Documentation:** The only acceptable form of documentation is a signed letter of verification or an e-mail from the event coordinator.

13. Principle author of a grant application (3)

   Major contributor to grant application (2)

   Committee work on grant application (1)

> **Required Documentation:** The only acceptable form of documentation will be a signed letter of documentation or an e-mail from the principle author/coordinator to verify level of service. Principle author must receive verification from the VPAA.

14. Principle author for the creation of a new program or for major revision of existing

   program (3)

   Major contributor for the creation of a a new program or for major revision of existing program (2)

   Committee member for the creation of a new program or for major revision of existing program (1)

> **Required Documentation:** The only acceptable form of documentation will be a signed letter of documentation or an e-mail from the principle author to verify level of service. Principle author must receive verification from the VPAA. Division Chairs and Program Directors are excluded. Program directors developing programs outside their discipline should request merit points under #16.

15. Service on: Institutional Search Committees (2)

   BOG representative (3)

   ACF representative (3)

   Faculty Assembly President (3)

> Division Chairs are excluded from merit consideration for service on faculty search committees for their division. Program directors are excluded from merit consideration for service on faculty search committees for their program.

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Required Documentation: The only acceptable form of documentation for institutional search committees is a letter of verification from the Human Resource Director. For BOG, ACF and Assembly President, a letter of verification from the Faculty Assembly Secretary is the only acceptable form of documentation.

16. Other Activity related to Institutional/Community Performance (2)

Any other activity may be completed with **prior approval** from the Division Chair by utilizing the Merit Activity Pre-Approval Form.

Required Documentation: *The Division Chair must indicate what will be **the only acceptable form** of documentation of activity completion on the Merit Activity Pre-Approval request form when they grant prior approval.*

PROFESSIONAL DEVELOPMENT/SERVICE

Faculty can request merit points for Activities 17 and 18 with proof of initial professional development activity and membership in one professional organization used to satisfy faculty position description utilizing the Merit Activity Identification and Documentation Form. Proof of initial activity utilizing the only acceptable forms of documentation and pre-approval as outlined for Activities 17 and 18 must be included with this form and placed in the merit packet, as well as proof of professional membership utilizing the only acceptable forms of documentation for proof of professional membership which are a membership card, certificate of membership, e-mail/letter from organization stating membership, or proof of payment of dues.

17. Participate in non-institutional faculty professional development activities, individually **pre-approved** utilizing the Merit Activity Pre-Approval Form, by the Division Chair or VPAA or the Travel Request Form with all necessary approval signatures. (2)

Required Documentation: The only acceptable forms of documentation are Certificates of Attendance, Merit Activity Verification Form, or the Travel Expense Settlement form with all necessary approval signatures. Meeting agendas or travel requests are not acceptable. Documentation of **pre-approval** must be provided.

18. Attend professional conference, individually **pre-approved** utilizing the Merit Activity Pre-Approval Form, by the Division Chair or VPAA or the Travel Request Form with all necessary approval signatures. (2)

Required Documentation: The only acceptable forms of documentation are Certificates of Attendance, Merit Activity Verification Form, or the Travel Expense Settlement form with all necessary approval signatures. Meeting agendas or travel requests are not acceptable. Documentation of **pre-approval** must be provided.

The maximum number of points for any conference is 6, no matter what the level of participation. If you attend and make a presentation and also serve as a delegate, your score for merit purposes is 6 points.

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19. Serve on external or community board (2)

   Required Documentation: The only acceptable form of documentation is documentation of board service by a board officer utilizing the Merit Activity Verification Form.

20. Serve on committee in professional organization (2)

   Examples of organizations are the NLN, AARC, NSTA, etc.

   Required Documentation: The acceptable form of documentation is documentation of service to the organization as verified by an organization officer or official utilizing the Merit Activity Verification Form.

21. Hold state/regional/national office in professional organization (3)

   Examples of organizations are the NLN, AARC, NSTA, etc.

   Required Documentation: The only acceptable form of documentation is documentation of service to the organization as verified by an organization officer or official utilizing the Merit Activity Verification Form.

   You can't count 20 and 21 simultaneously unless the committee is NOT one related to your regional or national office.

22. Make presentation at conference (3)

   Multiple presentations of the same material in the same year can be only counted one time.

   Required Documentation: The acceptable forms of documentation is documentation of presentation utilizing the Merit Activity Verification Form or a presenter's certificate from the conference sponsor. The maximum number of points for any conference is 6, no matter what the level of participation. If you attend and make a presentation and also serve as a delegate, your score for merit purposes is 6 points.

23. Serve as delegate to national conference (3)

   Required Documentation: The only acceptable form of documentation is to be provided on the Merit Activity Verification Form. The maximum number of points for any conference is 6, no matter what the level of participation. If you attend and make a presentation and also serve as a delegate, your score for merit purposes is 6 points.

24. Author textbook or section of textbook (3)

   Required Documentation: The only acceptable documentation is a copy of the textbook information noting authorship and publication date.

   If this is a revision, the author must additionally show significant differences between the text with before and after comparisons, as this will be the only acceptable form of documentation.

25. Publish in field-related professional journal (3)

>**Required Documentation:** The only acceptable documentation is a copy of the published article which includes the journal's bibliography information.

26. Author software or computer program or application for college use (3)

>**Required Documentation:** The only acceptable documentation is verification of development and usage by a college official in charge of the area in which the program or application is being utilized.

27. Earn additional degree (3)

>**Required Documentation:** The only acceptable form of documentation is verification from the Human Resource Director that official transcripts of degree completion are on file in the Human Resource Office utilizing the Merit Activity Verification Form.

28. Take additional college coursework **pre-approved** in writing by Division Chair or VPAA (3)

>**Required Documentation:** The only acceptable form of documentation must include the Pre-approval obtained by utilizing the Merit Activity Pre-approval Form, as well as unofficial transcripts, illustrating completion of coursework from January to December of the current academic year must be verified by the HR Director utilizing the Merit Activity Verification Form.

29. Earn CEUs **pre-approved** in writing by Division Chair or VPAA (1 point per CEU activity)

>Maximum awarded for CEUs during any merit cycle is 3 points.

>Any activity counted in Activity 17 and 18 may not be used in Activity 29.

>**Required Documentation:** The only acceptable form of documentation will include the pre-approval obtained using the Merit Activity Pre-Approval Form, as well as activity completion as verified by certificate of attendance, CEU completion record or utilizing the Merit Activity Verification Form.

30. Other Activity related to Professional Development/Service (2)

>Any other activity may be completed with **prior approval** from the Division Chair by utilizing the appropriate Merit Activity Pre-Approval Form.

>**Required Documentation:** *The Division Chair must indicate what will be **the only acceptable form** of documentation of activity completion on the Merit Activity Pre-Approval Form when they grant prior approval.*

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Current Required Merit Forms
(Available on the HR Website)

Merit Activity Identification and Documentation Form
Merit Activity Pre-Approval Form
Merit Activity Summary Form
Merit Activity Verification Form
Merit Pay Checklist

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