

# Faculty Salary Guidelines West Virginia University

**For Use In Determining Annual Salary Increases  
Effective 2003-2004 and Thereafter\***

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*This document sets forth the guidelines that will direct annual salary increases for faculty, thus bringing West Virginia University into compliance with the salary policy mandated by the Higher Education Policy Commission and endorsed by the West Virginia University Board of Governors.*

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West Virginia University's unique position as West Virginia's land grant research university carries with it special responsibilities in teaching, research, and service. The degree to which expectations held for WVU can be fulfilled is determined primarily by the University's ability to attract, nurture, reward, and retain dedicated, productive, and effective faculty.

Thus, one of West Virginia University's highest priorities is to provide the most equitable compensation possible to its faculty. The University recognizes the need to respond to differential salary expectations in various disciplines and the importance of rewarding meritorious performance.

The salary policy for West Virginia University faculty rewards meritorious performance. In the context of this policy, "meritorious performance" is defined as "the quality of a faculty member's performance as it relates to assigned responsibilities." The guidelines are described below.

Within the context of rewarding performance, salary guidelines for the Main Campus, the Health Sciences, and the Regional Campuses should share the goal of increasing salary averages to those of peer institutions. In cases where salaries are split between state appropriation and professional practice plans, the state appropriation is responsible for salary increases on its proportional share.

\* Effective 2004-2005 for Regional Campuses

## **Distributions Based Upon Performance Quality**

To reward promotion, each faculty member will receive a 10% salary increase in recognition of his or her performance over time. This will occur regardless of any additional increase.

Based on available resources, a pool of funds will be set aside annually for other salary increases. Each school and college will receive an amount to be used to recognize relative degrees of faculty contribution to the University. This amount will be based on the personnel budget of the college or school.

Determinations of the relative quality of a faculty member's annual performance will be made in accord with the institution's evaluation procedures, and will use the descriptors excellent, good, satisfactory, or unsatisfactory. The faculty member's performance evaluation will include input by the dean, chair, and departmental committee as specified by campus, college, and departmental policies. Assessments of the quality of one's *annual* performance will be distinct from assessments for promotion or tenure, which are based upon long-term performance. Thus, a faculty member might not satisfy all the conditions for a favorable recommendation for promotion or tenure but might nevertheless deserve a salary increase based upon quality of performance in assigned areas of responsibility for a given year. In other words, a faculty member's annual contributions in any assigned area will be evaluated and rewarded. A faculty member receiving a 10% salary increase because of promotion would still be eligible for a merit-based increase in this context.

Under this evaluation procedure, a faculty member will be evaluated annually in the mission areas – teaching, research, and service -- to which he or she has been assigned. Performance-based salary increases will apply proportionally to each assigned mission area. A faculty member whose annual performance in an assigned mission area is deemed excellent will receive the highest performance-based salary increase for that portion of his/her assignment. A faculty member whose performance is deemed good will receive a smaller increase for that portion of his/her assignment. A faculty member whose performance is deemed satisfactory will receive a still smaller increase for that portion of his/her assignment. A faculty member whose performance is assessed as unsatisfactory will receive no performance-based salary increase for that portion of his/her assignment.

Individuals with dual assignments must also be evaluated and rewarded proportionately.

With the resources available, the department chair will recommend salary increases for faculty performance based on the faculty review committee's evaluation and his or her own. Deans will review all recommendations of increases, make adjustments if necessary, and forward them for review and final approval to the appropriate administrator: Provost, Vice President for Health Sciences, or Regional Campus President.

## **First-Year Faculty Increases**

The first-year annual review of a faculty member, as noted in the University guidelines, likely includes “limited evidence,” since the file closes on December 31. In fact, some units base the annual review on the previous academic year. Thus, first-year faculty may be at a disadvantage in the assignment of performance-based salary increases that would be effective during their second year. To rectify this situation, and unless otherwise justified by evidence indicating either an unsatisfactory performance or a performance that is clearly at a high level, first year faculty members will receive salary increases that are equal to the average percentage increase of all other full-time regular faculty members in that unit, as defined by the college or school.

### **Special College Needs**

To address special concerns or requirements within a college or school, the dean may reserve up to 5% of the available college pools. Attention may be given to correcting possible inequities as well as addressing market issues.

### **College/School/ Regional Campus Faculty Salary Procedures**

Colleges, schools, and regional campuses are required to develop specific operating procedures. College- or school-level procedures should be more specific in terms of faculty expectations but must be consistent with the general policy stated in this document. Annual performance-based salary increases may be either fixed dollar figures or fixed percentages, as determined by the college or school.

The Provost or Vice President for Health Sciences must approve college and school procedures by September 30, 2002. Each regional campus must develop its own procedures and have them approved by the Regional Campus President no later than May 15, 2003. Regional campus policies must then be submitted to the Provost for final approval.

Approved June 7, 2002 by the West Virginia University Board of Governors  
Adopted May 13, 2002 by the WVU Faculty Senate