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INSTITUTIONAL SALARY POLICY – FULL-TIME FACULTY

INTRODUCTION:

In accordance with Section 18B-8-2 (Faculty Salary Rules; salary increase upon promotion in rank) of the Code of the State of West Virginia, West Liberty University establishes the following salary policy to govern the establishment and distribution of annual/merit salary increases granted to full-time faculty of the university. In compliance with established policy of the West Virginia Higher Education Policy Commission (HEPC), West Liberty University accepts the official, published data of the Southern Regional Education Board (SREB) in order to determine peer institution average full-time faculty salary data. These data are provided by the HEPC office.

West Virginia Senate Bill 547 (March 1995) mandated that the West Virginia State University System average faculty salaries must be equivalent to 95% of the SREB peer institution faculty salary average by AY 2000-01. This West Liberty University full-time faculty salary policy met this legislative mandate to establish a parity relationship between its full-time faculty salaries and those, on average, of the SREB. Senate Bill 547 also required a merit component and a level of “salary equity” in this adjustment of the salaries of West Virginia higher education faculty. West Liberty University met these legislative mandates with this full-time faculty salary policy.

I. FULL-TIME FACULTY SALARY EQUITY

WLU Full-Time Faculty Salary Equity is hereby defined as external competitiveness and internal equity. External competitiveness is attained by meeting the legislatively mandated level of 95% of the SREB institutional average for AY 2000-01. Internal equity is attained by assuring race, color, religion, sex, national origin, age, and disability equity by rank and discipline.

Attainment of Internal Faculty Salary Equity is charged to a committee consisting of the Provost and the Human Resources Administrator (Faculty Salary Equity Committee). This committee is charged to review WLU faculty salaries to assure race, color, religion, sex, national origin, age, and disability equity. The committee will recommend remedy for any inequitable situation it identifies, and the President of the University shall be presented with the committee's recommendation. For issues of internal salary equity not related to race, color, religion, sex, national origin, age or disability, faculty members should direct requests to the Provost and/or the Chief Human Resources Officer. The final decision shall be that of the President.

A Faculty Salary Policy Review Committee will be appointed annually by the President of the university. Four (4) full-time faculty members will be appointed to this committee. These faculty members shall be the Chair of the Faculty Senate, the faculty-elected representative to the Board of Governors, the chair of the Faculty Senate Finance Committee and one (1) at-large faculty member elected by the Faculty Senate. The Faculty Senate will, insofar as is possible, represent the academic colleges by these appointments. Two additional committee members include a representative of the Council of Department Chairpersons and Program Directors and a representative of Deans Council. Ex-officio members of this committee shall be the Vice President for Finance and Administration, the Chief Human Resources Officer, and the Provost. The Provost shall serve as the committee chair. This committee will review the overall pay plan annually in the spring semester. At this meeting, the Chief Human Resources Officer will present an annual review of faculty salaries.

II. ANNUAL SALARY INCREMENT and MERITORIOUS PERFORMANCE

STEP I: The total amount of funds available for faculty pay raises will be determined upon receipt of the University's budget allocation from the state.

STEP II: Top priority will be given to allocating funds for salary increases as necessary to achieve any subsequent legislative salary mandate.

STEP III: Once the amount of money available for faculty salary increases is determined, 52% of that amount will be designated for MERIT. Full-time faculty will each receive the amount of Merit earned as determined by their department chair and college dean, per their established evaluation criteria. Each full-time faculty member, who was employed in the preceding academic year and reappointed for the next academic year, will be eligible to receive their designated level of merit pay from the available funds, with the exception that faculty on sabbatical leaves or leaves of absences will not be eligible for merit pay in the subsequent year. The amount of MERIT PAY will be established by tiers of merit.

STEP IV: From the money available for faculty salary increases, 48% will be designated for Competitiveness increases. External (Relative Market) Competitiveness will be based on a comparison of each faculty member's previous year's base salary and the most current available national median salaries for faculty of the same rank and discipline at similar public institutions. Three Competitiveness Tiers are available. Those whose base salary for the previous year was 20% or more below the median for their academic rank and discipline will be placed in the top tier and receive the most credit for this factor. Those whose previous year's base salary was between 1 and 19% below the median for their rank and discipline will be placed in the second tier and receive the second highest amount of credit. Those whose previous year's base salary was at or above the median for their rank and discipline will be placed in the bottom tier. Each full-time faculty member who was employed in the preceding academic year and reappointed for the next academic year will be eligible to receive a competitiveness increase.

An explanation of the calculation used to determine the salary increase will be provided to the faculty with their next Notice of Faculty Appointment. Each faculty member will retain salary increases derived from Steps III & IV with the net value of each step annualized to the base salary.

III. SALARY CAP

The maximum base salary increase in any given academic year is set at 10%, with the exception permitted only as granted by the President of the University in the following section. Promotion increments shall not be subject to this cap.

IV. SPECIAL CIRCUMSTANCE SALARY

West Liberty University recognizes that a faculty salary plan must permit the flexibility to accommodate special circumstances unforeseen or unanswered by a specified salary plan. Faculty salary special circumstance may include, but is not limited to, situations such as federal or state legal mandate(s), professional differential(s), grant funding, special assignment, or teaching overload. Any special circumstance which results in a faculty member receiving remuneration above or beyond that determined by this general salary plan will be recognized by a written agreement to be approved by the President of the university and the faculty member who will be paid in accordance with that agreement. Said agreement shall identify the specific reason(s) for the additional pay. A copy of the agreement shall be placed in the faculty member's personnel file.