

NEW RIVER COMMUNITY AND TECHNICAL COLLEGE

BOARD OF GOVERNORS

POLICY NO. 26

**TITLE: PRODUCTIVITY OF FACULTY AND
ADMINISTRATORS AND EMPLOYMENT OF
ADJUNCT PART-TIME FACULTY**

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes New River Community and Technical College policy in regard to faculty and administrative productivity and the employment of adjunct part-time faculty.
- 1.2 Authority - West Virginia Code 18B-7-6, 18B-7-7, 18B-7-8
- 1.3 Filing Date - December 30, 1993
- 1.4 Effective Date -January 29, 1994
- 1.5 Replaces Title 131, Procedural Rule, Series 18
- 1.6 Effective Date: November 20, 2003
- 1.7 Approved by BSC BOG: March 18, 2004
- 1.8 Accepted by New River BOG: March 1, 2005

SECTION 2. PRODUCTIVITY: FACULTY AND ADMINISTRATIVE

- 2.1 Administrators shall be at least 10 percent more productive than administrators at similar peer institutions as approved by the New River Board of Governors.
 - 2.1.1 Administrators shall be defined as employees in senior-level positions that should be reported according to the CUPA (College and University Personnel Association) administrator survey guidelines.

- 2.1.2 In addition to their regular administrative duties, all campus administrators holding faculty rank shall teach at least one course during each eighteen-month employment period or conduct appropriate academic research. Teaching and/or research conducted by administrators shall be evaluated in accordance with institutional policy. The president shall certify annually to the Board, institutional compliance with this provision.
- 2.1.3 Appropriate measures of productivity will be compared with equivalent data for similar peer institutions as approved by the Board. Such measures shall include the number of administrators as a percent of total full-time employees and the average administrator salary as compared to the appropriate peer average in addition to such other measures as may be prescribed by the New River Board of Governors.
- 2.2 The average number of student credit hours taught per faculty FTE shall be at least 10 percent greater than the average during the most recent year for which comparable data are available at similar peer institutions as approved by the Board. Where appropriate, the institution shall develop means to relate credit hours to contact hours. The population of faculty will be consistent with those reported in the federal IPEDS (Integrated Postsecondary Education Data System) survey.

SECTION 3. EMPLOYMENT OF ADJUNCT PART-TIME FACULTY

- 3.1 New River Community and Technical College may employ adjunct part-time faculty members under the following conditions:
 - 3.1.1 Adjunct part-time faculty members should have appropriate academic qualifications and/or experience.
 - 3.1.2 Adjunct part-time faculty members should receive appropriate information concerning institutional policies, procedures, expectations, and support.
 - 3.1.3 Adjunct part-time faculty members should receive appropriate information about their duties and responsibilities and specific information about course content, syllabi, methodologies, and expected learning outcomes for students.
 - 3.1.4 Adjunct part-time faculty members should be evaluated on a regular basis through a process determined by the institution.

- 3.1.5 Adjunct part-time faculty members should receive appropriate assistance from full-time faculty members and academic administrators, as well as opportunities to participate in professional development activities.
- 3.2 New River Community and Technical College shall determine the appropriate balance between full-time and part-time faculty members based on the institution's mission, degree programs, availability of individuals qualified to serve as adjunct part-time faculty, and other relevant factors.