General:

1.1. Scope: Policy regarding the distribution of faculty salary increase funds to units and individuals.

1.2. Statutory References: W. Va. Code §18B-8-3, Faculty salary policies; reductions in salary prohibited; salary increase upon promotion in rank, and §18B-8-3a, Institutional salary policies; distribution of faculty salary increases.

1.3. Passage Date: May 12 2004

1.4. Effective Date: July 1, 2004

1.5. Background: This policy is in effect for increases given after FY2005. This policy was previously numbered as MUBOG Policy No. 21.

Policy:

Faculty raise monies acquired after 2004-2005 are to be based upon a new method of data gathering and evaluation using peer, supervisor and student ratings and distributed in the following manner.

Evaluation

Evaluation criteria each year are based on goals negotiated between faculty members and their supervisors. Faculty roles and percentages of work dedicated to each role may vary from year to year within established limits for each unit.

Data gathered in evaluations will be used for promotion and tenure decisions as determined by each college/school/library.

Salary

The first step in raise distributions is devoted to promotions. The institution provides money from funds other than those dedicated to raises to ensure 10% increases for promotions. The second step in raise distribution will be equity and the third step will be merit.

The salary pool is divided into 49% for equity raises and 51% for merit raises.

Second, the equity pool is distributed at the university level by:

• examining peer salary data and establishing a percentage of peer salaries that every faculty salary should reach
• distributing the 49% equity money so that each faculty member’s salary reaches the set percentage of market value.
Third, the merit money is then distributed to each college/school/library in proportion to the number of full-time, tenure and tenure track and continuing appointments.

The merit money available to colleges/schools/libraries will be distributed by:

- using the new evaluation instruments to calculate an overall average in which
  Exemplary = 3.51-4.0
  Professional=2.51-3.5
  Needs improvement=1.51-2.5
  Unacceptable= 1-1.5
- Faculty earning a rating of 2.51 or above would earn merit pay in addition to their equity.
- Merit pay would be distributed proportionally, based on the ratings, among faculty in a unit who earn between 2.51 and 4.0.

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\text{merit raise} = \frac{\text{faculty score (2.51-4.0) x total merit dollars available in the unit}}{\text{sum of all ratings qualifying for merit in the unit}}
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Equity and merit raises are added to base salaries.

The Joan C. Edwards School of Medicine should come up with a similar plan for their faculty.