

**WEST VIRGINIA
SECRETARY OF STATE**

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #2

FILED
Dec 16 4 23 PM '93
OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: University System of West Virginia Board of Trustees TITLE NUMBER: 128

RULE TYPE: Procedural; CITE AUTHORITY WV Code 18B-7-6, 18B-7-7 and 18B-7-8

AMENDMENT TO AN EXISTING RULE: YES NO

IF YES, SERIES NUMBER OF RULE BEING AMENDED: _____

TITLE OF RULE BEING AMENDED: _____

IF NO, SERIES NUMBER OF NEW RULE BEING PROPOSED: Series 25

TITLE OF RULE BEING PROPOSED: Productivity of faculty and administrators and use of adjunct part-time faculty.

IN LIEU OF A PUBLIC HEARING, A COMMENT PERIOD HAS BEEN ESTABLISHED DURING WHICH ANY INTERESTED PERSON MAY SEND COMMENTS CONCERNING THESE PROPOSED RULES. THIS COMMENT PERIOD WILL END ON 1/15/94 AT 5:00 p.m.

ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Charles W. Manning
Chancellor
University System of West Virginia
1018 Kanawha Boulevard, East, Suite 1100
Charleston, WV 25301

THE ISSUES TO BE HEARD SHALL BE LIMITED TO THIS PROPOSED RULE.

Pamela A. Steelhammer

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

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TITLE 128
PROCEDURAL RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 25

FILED

DEC 16 4 23 PM '93

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

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

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes University System 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 - - -
- 1.4 Effective Date -

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 Board.
- 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 Beginning with the 1994-95 fiscal year, 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. Each president shall certify annually to the Chancellor institutional compliance with this provision.
- 2.1.3 Beginning with the 1994-95 fiscal year, 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 Board.

- 2.2 Beginning with the 1994-95 fiscal year, the average number of student credit hours taught per faculty FTE at each institution 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 institutions 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 Each institution in the University System 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 each 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 Each institution 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.

3.3 The institutional policy on employment of adjunct part-time faculty shall be filed with the Chancellor. Institutional compliance with the policy will be part of the program review process.

**TITLE 128
PROCEDURAL RULE
UNIVERSITY SYSTEM OF WEST VIRGINIA
BOARD OF TRUSTEES
SERIES 25**

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

Summary: Series 25 establishes University System policy in regard to faculty and administrative productivity and the employment of adjunct part-time faculty, incorporating the provisions of Senate Bill 377. Series 25 defines faculty productivity; addresses the requirement that West Virginia campus administrators be ten percent more productive than their counterparts at peer institutions in other states; and focuses on the employment of adjunct part-time faculty at the institutions within the University System.

This rule addresses Section 18B-7 of the West Virginia Code which requires the higher education governing boards to:

- establish a policy regarding the role of adjunct faculty at state institutions of higher education;
- define an appropriate balance between full-time and adjunct faculty members;
- establish a policy regarding productivity of faculty and administrators, which requires productivity to be ten percent above the average for similar institutions in other states by FY 1994-95; and
- establish a policy requiring all campus administrators holding faculty rank to teach at least one course during each eighteen-month employment period or to perform on-going research.

FISCAL NOTE FOR PROPOSED RULES

Rule Title: **Series 25: Productivity of Faculty and Administrators and Use of Adjunct Part-Time Faculty**

Type of Rule: Legislative Interpretive Procedural

Agency: **University System of West Virginia Board of Trustees**

1. Effect of Proposed Rule	ANNUAL		FISCAL YEAR		
	Increase	Decrease	Current	Next	Thereafter
Estimated Total Cost	\$	\$	\$	\$	\$
Personal Services	Unknown	Unknown	Unknown	Unknown	Unknown
Current Expense	\$3,000		\$3,000	\$3,000	\$3,000
Repairs and Alterations					
Equipment					
Other					

2. Explanation of above estimates:

A small increase is expected in current expenses to cover the cost of surveys and building/maintaining the comparative database of peer institutions. Some decrease in personal services may occur as a result of administrators teaching one course during each eighteen-month employment period. However, many administrators are currently teaching, and it is difficult to project further cost reductions at this time. In addition, it is difficult to project any potential decreases in personal services related to greater faculty productivity since the comparative data is not currently available.

3. Objectives of these rules.

1. Administrators holding faculty rank shall teach at least one course every eighteen months or conduct appropriate academic research.
2. Administrators shall be 10 percent more productive than administrators at similar peer institutions.
3. Student credit hours per faculty shall be 10 percent greater than the average for similar peer institutions.
4. Define the role of adjunct part-time faculty and the appropriate balance between

full-time and part-time faculty members.

4. Explanation of Overall Economic Impact of Proposed Rule

a. Economic Impact on State Government

Personnel time will be required to monitor the provisions of this rule. Current personnel will be asked to assume these added responsibilities. The increase in current expenses will be minimal and may be offset by possible decreases in personal services as a result of greater faculty and administrator productivity. However, this is difficult to estimate at the current time.

b. Economic Impact on Political Subdivisions; Specific Industries; Specific groups of citizens

Unknown at this time.

c. Economic Impact on Citizens/Public at Large

Unknown at this time.

Date: December 7, 1993

Pamela G. Steelhammer
Signature of Agency Head or Authorized Representative