

WEST VIRGINIA

SECRETARY OF STATE

KEN HECHLER

ADMINISTRATIVE LAW DIVISION

Form #5

FILED

JAN 21 4 16 PM '94

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF AGENCY ADOPTION OF A PROCEDURAL OR INTERPRETIVE RULE OR A LEGISLATIVE RULE EXEMPT FROM LEGISLATIVE REVIEW

AGENCY: University System of W. Va. Board of Trustees TITLE NUMBER: 128

CITE AUTHORITY: West Virginia Code §18B-7-6, §18B-7-7, §18B-7-8

RULE TYPE: PROCEDURAL INTERPRETIVE

EXEMPT LEGISLATIVE RULE

CITE STATUTE(S) GRANTING EXEMPTION FROM LEGISLATIVE REVIEW

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 ADOPTED: Series 25

TITLE OF RULE BEING ADOPTED: Faculty and Administrative Productivity
and Employment of Adjunct Part-time Faculty

THE ABOVE RULE IS HEREBY ADOPTED AND FILED WITH THE SECRETARY OF STATE. THE

EFFECTIVE DATE OF THIS RULE IS February 24, 1994

Pamela G. Steelhammer

3-80

FILED

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

Jan 21 4 16 PM '94

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 - January 24, 1994
- 1.4 Effective Date - February 24, 1994

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.

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

UNIVERSITY SYSTEM OF WEST VIRGINIA BOARD OF TRUSTEES

1018 KANAWHA BOULEVARD, EAST
SUITE 700
CHARLESTON, WEST VIRGINIA 25301 - 2827

TELEPHONE (304) 558-2736
FAX (304) 558-3264

John R. Hoblitzell
Chairman

Charles W. Manning
Chancellor

January 21, 1994

The Honorable Ken Hechler
Secretary of the State of West Virginia
Capitol Building
Charleston, West Virginia 25305

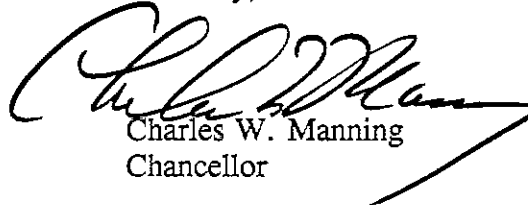
Dear Secretary Hechler,

On behalf of the University System of West Virginia Board of Trustees I am filing the following rule as an agency adopted procedural rule.

Title 128, Series 25: *Faculty and Administrative Productivity and Employment of Adjunct Part-Time Faculty*

There were no comments received during the comment period, and therefore, no changes made in the rule as filed with your office for public comment.

Sincerely,



Charles W. Manning
Chancellor

c: Barbara Harmon-Schamberger
Secretary of Education and the Arts

Marshall University
University of West Virginia College of Graduate Studies
West Virginia School of Osteopathic Medicine
West Virginia University
Potomac State College of West Virginia University
West Virginia University at Parkersburg

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

JAN 21 4 16 PM '94

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DEPARTMENT OF EDUCATION AND THE ARTS

Office of the Secretary

State Capitol, Bldg. 1, R-151
Charleston, West Virginia 25305
Telephone: (304) 558-2440
Fax No.: (304) 558-1311

Gaston Caperton
Governor

Barbara Harmon-Schamberger
Cabinet Secretary

December 16, 1993

The Honorable Ken Hechler
Secretary of State
State Capitol Building
Charleston, WV 25305

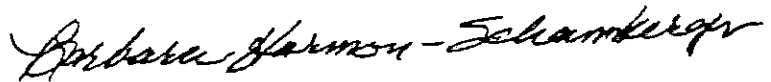
Dear Secretary Hechler,

I hereby grant consent as required pursuant to WV Code §5F-2-2 for the promulgation of the following procedural rule of the University System of the West Virginia Board of Trustees.

Title 128, Series 25: Productivity of faculty and administrators and use of adjunct part-time faculty

A copy of the rule is attached.

Sincerely,



Barbara Harmon-Schamberger
Secretary

BHS:mc

Attachment

cc: Dr. Chancellor Manning
Dr. John Thralls

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

DEC 16 4 23 PM '93

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KEN HECHLER
Secretary of State

WILLIAM H. HARRINGTON
Chief of Staff

MARY P. RATLIFF
Deputy Secretary of State

JUDY COOPER
Director, Administrative Law

A. RENEE COE
Deputy Secretary of State

STATE OF WEST VIRGINIA

DONALD R. WILKES
Director, Corporations

CATHERINE FREROTTE
Executive Assistant

SECRETARY OF STATE

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1900 Kanawha Blvd., East
Charleston, WV 25305-0770

(Plus all the volunteer
help we can get)

Telephone: (304) 558-6000
Corporations: (304) 558-8000

FAX: (304) 558-0900

TO: Pam Steelhammer

AGENCY: Trustees

FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION

DATE: April 8, 1994

THE ATTACHED RULE FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 25 TITLE: 128 Trustees

* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: Pamela G. Steelhammer

TITLE OF PERSON SIGNING: Assistant to the Chancellor

DATE: July 20, 1994

* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: _____

TITLE OF PERSON SIGNING: _____

DATE: _____

NOTE: IF YOU ARE NOT THE PERSON WHO HANDLES THIS RULE, PLEASE FORWARD TO THE CORRECT PERSON.