

WEST VIRGINIA
SECRETARY OF STATE
KEN HECHLER
ADMINISTRATIVE LAW DIVISION

Form #2

FILED

Nov 23 4 05 PM '93

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOTICE OF A COMMENT PERIOD ON A PROPOSED RULE

AGENCY: State College System Board of Directors TITLE NUMBER: 131

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

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 December 23, 1993 AT 5:00 p.m. ONLY WRITTEN COMMENTS WILL BE ACCEPTED AND ARE TO BE MAILED TO THE FOLLOWING ADDRESS.

Dr. James Rowley
Interim Chancellor
State College System of WV
1018 Kanawha Blvd., East
Charleston, WV 25301

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

Marie Carter
Marie Carter, Asst. to the Chancellor

ATTACH A **BRIEF** SUMMARY OF YOUR PROPOSAL

3.40

FISCAL NOTE FOR PROPOSED RULES

Rule Title: Series 18: 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: 11/23/93

Manic Carter
Signature of Agency Head or Authorized Representative

FILED

TITLE 131
PROCEDURAL RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 18

NOV 23 4 06 PM '93

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

TITLE: PRODUCTIVITY OF FACULTY AND ADMINISTRATORS AND USE OF ADJUNCT PART-TIME FACULTY

Summary: Series 18 establishes State College System policy in regard to faculty and administrative productivity and the use of adjunct part-time faculty, incorporating the provisions of Senate Bill 377. Series 18 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 use of adjunct part-time faculty at the institutions within the State College System.

**TITLE 131
PROCEDURAL RULE
STATE COLLEGE SYSTEM OF WEST VIRGINIA
BOARD OF DIRECTORS
SERIES 18**

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

SECTION 1. GENERAL

- 1.1 Scope - This rule establishes State College System policy in regard to faculty and administrative productivity and the use 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 institutions in the SREB states.
 - 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.
 - 2.1.3 Beginning with the 1994-95 fiscal year, appropriate measures of productivity will be compared with equivalent data for similar institutions in the SREB states. 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 for similar institutions in the SREB region during the most recent year for which comparable data are available. The population of faculty will be consistent with those reported in the federal IPEDS (Integrated Postsecondary Education Data System) survey.

SECTION 3. USE OF ADJUNCT PART-TIME FACULTY

- 3.1 Each institution in the State College 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.

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

November 23, 1993

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

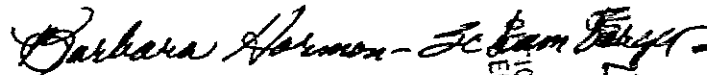
Dear Secretary Hechler,

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

Title 131, Series 18: 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. Jim Rowley
Dr. John Thralls

OFFICE OF WEST VIRGINIA
SECRETARY OF STATE

NOV 23 4 07 PM '93

FILED