



## Board of Governors Rule

Faculty  
Faculty Salary  
Responsible Unit: Office of the Provost  
Adopted: April 20, 2018  
Revision History: Prior BOG Policy 29 –  
Salary Policy (Originally effective  
October 5, 2001) and Prior BOG Policy  
30 (Originally effective April 8, 2005)  
Review Date: April 2021

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### **BOG FACULTY RULE 4.4 FACULTY SALARY**

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#### **SECTION 1: PURPOSE & SCOPE.**

- 1.1 The University seeks to design and administer a fair, flexible, performance based compensation program for its Faculty that allows the University to attract, retain, and motivate high performing employees.
- 1.2 This Rule applies to all faculty members at West Virginia University, including West Virginia University Institute of Technology and Potomac State College of West Virginia University.

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#### **SECTION 2: OVERVIEW OF PHILOSOPHY AND RESPONSIBILITIES OF THE FACULTY SALARY RULE.**

- 2.1 The Provost shall design and administer a Faculty compensation program that aligns with the University's mission, vision, and values and meets the following objectives:
  - 2.1.1 Attracting and retaining a high performing, qualified and diverse workforce;
  - 2.1.2 Motivating and rewarding Faculty for high levels of performance;
  - 2.1.3 Competing within comparable labor markets; and
  - 2.1.4 Providing flexibility to respond to changes in the labor market, within available financial resources.
- 2.2 The Provost shall analyze emerging trends and changing circumstances that impact Faculty compensation in order to keep the Faculty compensation program consistent with best practices and make any appropriate changes to the

compensation program. The Provost shall keep the Board informed such emerging trends and obtain the approval of the Board prior to implementing any change that would make fundamental, systemic changes to the overall Faculty compensation program.

- 2.3 Units are most familiar with work performed in their respective units and the abilities of the individuals who do the work and therefore Units have the primary and significant responsibility for determining compensation in consultation with and concurrence of the Provost.

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**SECTION 3: DETERMINING INITIAL DUTIES AND COMPENSATION OF FACULTY.**

- 3.1 For each proposed Faculty position, the Provost shall evaluate the submitted duties, responsibilities, functions, and the skills, education, and experience required for the position, as provided by the respective Unit, and then the Provost shall compare those factors to internal and external jobs to determine, among other things, the duties and corresponding pay range for the position.
- 3.2 Following the Provost's determination of the pay range, the Unit shall then determine the individual's compensation level, pursuant to Section 4.

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**SECTION 4: FACULTY COMPENSATION ELEMENTS.**

- 4.1 Once a Faculty position has been assigned to the appropriate pay range, the Unit shall assess the individual's qualifications and make a salary determination within the designated range after consultation with and the concurrence of Provost. The individual's placement in the respective pay range involves an assessment of elements such as education, experience, skill measures, performance, internal salary equities, and any budget parameters established by the Board or the President.
- 4.2 Faculty compensation may include any of the following elements, consistent with the West Virginia Code and the West Virginia Constitution:
- 4.2.1 ***Base Compensation***, defined as the salary.
- 4.2.2 ***Annual Increment***, defined as the annual lump sum payment based on years of state service multiplied by a flat dollar amount contemplated by West Virginia Code § 5-5-2.
- 4.2.3 ***Incentive Compensation***, defined as one-time payments based on (i) the achievement of previously defined, objective quantifiable metrics over a defined time period; (ii) incentive to motivate an employee to remain employed in current position until a certain date; or (iii) other contractual

agreements, including substantial work on projects deemed critical to the department, division, or institution.

- 4.2.4 Other compensation elements may be considered as deemed appropriate by the Provost.

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**SECTION 5: COMPENSATION ADJUSTMENTS FOR FACULTY.**

**5.1 *Established Compensation Adjustments.***

5.1.1 *Promotion Adjustment.* Upon promotion in rank, a Faculty Member shall be awarded a 10% increase in base salary. Faculty Members who have attained the full professor ranking are eligible for the Salary Enhancement program covered in Section 5.1.2. Promotion adjustments shall be provided in addition to any performance-based merit increase for which a Faculty Member may be eligible in the year of application.

5.1.2 *Salary Enhancement for Continued Academic Achievement.* Consistent with the following, the Provost shall maintain a salary enhancement program for Faculty Members at the rank of professor or the equivalent who, at a minimum, continue to perform at or above the standard required to achieve promotion to the rank of professor or the equivalent.

5.1.2.1 The enhancement program provides increases to the faculty member's base salary, but no special title recognition.

5.1.2.2 The Provost shall not limit the number of recipients of this enhancement program.

5.1.2.3 Qualifying professors may:

5.1.2.3.1 Apply for an initial increase, after a minimum of five full years in rank, of seven and a half percent (7.5%) of the previous year's base compensation; and

5.1.2.3.2 Apply for a second increase, five full years after the first increase took effect, of five percent (5%).

5.1.2.4 The enhancement compensation will remain in effect as long as that person retains the rank of full professor or the equivalent at the University.

5.1.2.5 This enhancement compensation shall be provided in addition to any performance-based merit increase for which a faculty member may be eligible in the year of application.

5.1.2.6 The University may institute additional increases if conditions permit.

5.2 ***Additional Compensation Adjustments.*** A Unit may, after consultation with and concurrence by the Provost, modify a current Faculty Member's compensation for one of the following reasons, provided it comports with the West Virginia Code and the West Virginia Constitution:

5.2.1 ***Performance-Based Merit Adjustments:*** Performance-based merit adjustments are designed to reward employees' performance and should not be treated as a cost of living adjustment. These adjustments should be tied to an employee's annual performance evaluations.

5.2.2 ***Market Adjustments:*** Market adjustments may be requested when the employee's placement within the pay range is not consistent with relevant external market data, where individual pay circumstances require consideration of external market data for similar jobs, or in instances with high turnover or low supply of qualified applicants. Market adjustments may only be an increase to an employee's base pay, and not a one-time payment.

5.2.3 ***Critical Retention Adjustments:*** Critical retention adjustments are intended to retain an employee that occupies a critical position to the mission of the University. Critical retention adjustments should be reserved for a job involving unique skills, experience, or knowledge or positions that are extremely hard to fill. Critical retention adjustments may only be an increase to an employee's base pay, and not a one-time payment.

5.2.4 ***Supplemental Pay Adjustments:*** Supplemental pay is used to compensate employees performing additional responsibilities included but not limited to summer teaching, summer research, or the research incentive program.

5.2.5 Other adjustments may be considered as deemed appropriate by the Provost. Provided, that any inequities between employees' compensation within the same job title may not alone justify an adjustment to compensation.

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**SECTION 6: DEFINITIONS.**

- 6.1 “Faculty” and “Faculty Member” are defined in BOG Faculty R. 4.2 – Promotion and Tenure.
- 6.2 “Provost” means the Provost of West Virginia University or the Provost’s designee.

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**SECTION 7: DELEGATION.**

- 7.1 The Board of Governors delegates to the President the authority to adopt additional academic affairs internal policies and procedures to effectuate the implementation of this Board of Governors Rule or in furtherance of any other authority that the Board of Governors has specifically delegated to the President pursuant to this Rule. Any actions taken pursuant to this delegation must be consistent with the guidelines provided by this Rule.

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**SECTION 8: AUTHORITY.**

- 8.1 W. Va. Code §18B-1-6, § 18B-8-1, § 18B-8-2, and § 18B-8-7.

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**SECTION 9: SUPERSEDING PROVISIONS.**

- 9.1 This Rule supersedes and replaces any Rule of the Higher Education Policy Commission which relates to the subject matter contained within this Rule. This Rule also repeals and supersedes WVU BOG Policy 29 – Salary Policy, adopted October 5, 2001, WVU BOG Policy 30 – Salary Enhancement for Continued Academic Achievement, which was adopted April 8, 2005, and any other internal academic affairs policy or procedure which relates to the subject matter contained within this Rule.