

GUIDELINES FOR CREDITING PRIOR WORK EXPERIENCE -- IFO

- Calculate fractions of whole numbers to two (2) decimal places.
- For non-academic experience, 12 months = 1 year of service credit (6 months = .5 credit; 4 months = .33 credit, etc.).
- A full year (9 month) academic appointment is considered 1.00 year credit (either teaching or administrative).
- Not more than 1.00 year credit will be given for any 12-month time period (mark as overlap).
"Summer" appointments attach to previous or subsequent academic year (assume academic year starts in fall and ends in summer). For example, teaching High School Upward Bound 8/87-5/90, 8/92-6/93, 9/93-6/94, and summers 1990, 1991, 1992, 1993, and 1994...count as one summer for 1991 only, or .25
- In counting months of experience where no date is indicated, count the beginning month, through the end of the month that precedes the ending month (i.e., 1/78-7/78 is counted as 1/1/78-6/30/78)
- When academic experience is listed by years only (without start and end months), assume academic year, starting in the fall of the first year
- Where the amount of courses or credits taught is stated without quarter or semester indication, assume the semester system. Divide the number of credits by 24.
- Where variable FTE is stated, the lowest FTE is credited (e.g., 50%-75% time is counted as 50%)
- All *professional* K-12 experience is credited at 50% regardless of teaching assignment