

## MINNESOTA STATE COLLEGES AND UNIVERSITIES

### GUIDELINES FOR CALCULATION OF CREDITABLE EXPERIENCE FOR UNIVERSITY FACULTY

The following guidelines are used to determine the appropriate salary placement for newly hired university faculty in the Minnesota State Colleges & Universities. Please read these guidelines to ensure that you have reported all creditable experience. Experience should be reported on the attached template and forwarded to the appropriate dean/hiring authority. *Your initial salary will be based on the information you provide, subject to verification.*

Creditable experience includes: 1) collegiate service outside a Minnesota state university; and 2) other professional experience relevant to the faculty member's assignment at the university.

#### EXPERIENCE SPECIFICATIONS

To be eligible for consideration, experience must meet the specifications of at least one of the following categories:

##### A. *Collegiate Experience*

1. Collegiate-level teaching, research, and academic administration at a regionally accredited 4-year college or university.

All collegiate-level teaching, academic research, paid post-doctoral research, and academic administration (exclusive of graduate teaching/research assistantships or graduate instructorships, i.e. work undertaken at or for an institution at which one is a graduate student) shall be counted year for year on an FTE basis regardless of its relevance to the faculty member's current university assignment. This includes all sabbatical leave periods from such institutions, and all academic administration and/or university-approved research experience.

2. Other collegiate experience.

Years of service at regionally accredited baccalaureate granting institutions in counseling, librarianship, and academic administration (exclusive of graduate assistantships or graduate instructorships, i.e. work undertaken at or for an institution at which one is a graduate student) shall be counted year for year on an FTE basis.

B. *Community/Technical College Experience.*

Experience at a non-baccalaureate granting community or technical college shall be credited as follows: One (1.00) FTE year of community/technical college experience equals three-fourths (.75) year of credit. (Note: Report actual years of experience on the form as the calculator will do the weighting).

C. *Elementary and Secondary Experience.*

All professional-level experience at elementary/secondary schools will be credited. Part-time work will be credited on a pro-rata basis. One (1.00) FTE year of elementary/secondary experience equals one-half (.50) year of credit. (Note: Report actual years of experience on the form as the calculator will do the weighting).

D. *Other Experience.*

Business, industry, and government experience. If the prior professional business, industry, and government experience bears a positive relationship to the university assignment, it will be credited as follows: One (1.00) FTE year equals one-half (.50) year of credit. (Note: Report actual years of experience on the form as the calculator will do the weighting).

Miscellaneous experience. It is recognized that for certain academic areas (especially those in which creative ability and performance or specialized skills are important criteria for the measurement of ability and achievement) a standard of measurement and evaluation is difficult to develop. For example, experience as a creative or performing artist should be counted if the prior professional experience bears a positive relationship to the university assignment. One (1.00) FTE year equals one-half (.50) year of credit. (Note: Report actual years of experience on the form as the calculator will do the weighting).

Military experience. Military experience will be credited as follows: *Conscripted military service* is active, full-time military work that requires departure from other employment and return to that other employment upon completion of military service. Such experience will be credited in the same manner as the type of employment that was interrupted due to conscription. *Non-conscripted military service* will be credited only if it bears a direct relationship to the university assignment. One (1.00) FTE year equals one-half (.50) year of credit for non-conscripted, related military service. (Note: Report actual years of experience on the form as the calculator will do the weighting.).

## CALCULATION OF CREDITABLE EXPERIENCE

Creditable experience will be determined in accordance with the following criteria.

1. Years will be expressed in terms of full-time equivalent service with full-time workload equal to one (1) FTE year. No more than 1.00 FTE year may be credited in any twelve (12) month period.
2. Years of service at other accredited collegiate institutions in teaching and academic administration (exclusive of graduate assistantships, teaching assistantships, or research assistantships while a graduate student) shall be credited on the same basis as provided in (1) above.
3. Academic and non-academic work experience accrued in the same calendar year will not be credited separately. Specifically, a maximum of one year's experience will be credited for both academic and non-academic work experience completed within any twelve (12) month period; an academic year shall be the equivalent of one (1) year for this purpose.
4. All allowable part-time experience will be credited on a full-time equivalent basis. \*
5. No experience credit will accrue for time spent on a leave of absence without pay unless agreed to in the IFO Master Agreement.

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\* Part-time work shall be counted on a pro-rata basis according to the following formula:

<u>Academic Work Experience</u>		<u>Non Academic Work Experience</u>	
Academic year (FT)	1.00	12-months, Full-time	1.00
One semester AY	.50	Equivalent of one semester	.33
Part-time	Fraction of above time	Part-time	Fraction of above time

## **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