

Prior Work Experience Collection Form For University Faculty at Bemidji State University

Name: _____ Appointment Status: _____

Department/ Program: _____ Highest Degree: _____ Date Received: _____

Academic Rank for Position: _____

Note: The information on this form is used to calculate your potential base salary. All information must be included, and all information must be true and accurate. The University cannot adjust your base salary in the future based on incomplete or inaccurate information. In filling out the form, please use the following information to categorize your experience:

- **Four-year College or University** experience includes teaching, paid academic research, paid post-doctoral research, and academic administration experience prior to hiring. This includes all sabbatical leave periods and conscripted military service from such institutions, and all academic administration and or university approved research experience. An academic year of service is credited as one year. Currently, graduate assistantships, teaching assistantships, or other work related to your area of study undertaken at or for an institution while you were a graduate student are not counted in the salary calculations. However, in a continuing review of salary equity issues, we are requesting that you include this information on this sheet. (MN State Univ in the form below, if the experience was at one of the seven Minnesota State Universities. "Other 4 yr" column in the form below if at another institution that offers 4 year degrees.)
- **Community College or Technical College** experience includes college teaching, counseling, librarianships, and academic administration. An academic year of service is credited as one year. (2 yr., Tech. column in the form below).
- **Elementary/ Secondary** includes professional experience at elementary and secondary schools. An academic year of service is credited as one year. (K-12 column in the form below.)
- **Other related** includes professional experience in business, industry, government, military or other areas directly related to your faculty assignment. ("Other" column in the form below.)
No more than one year of experience can be credited for a 12-month period.

Please list your prior work experience in chronological order in the table below, starting with your most recent experience. All fields must be completed for each entry. Attach additional sheets, or add additional blank lines as necessary.

Begin Mo/ Yr	End Mo/ Yr	Job Title/ Teaching Discipline or Job Description	Academic Rank (if applicable) list "GA" if grad. assistant	Institution	% full-time	Calc. Years (% X # years)	Mark the appropriate column for each line of experience				
							MN State Univ	Other 4 yr	2 yr, Tech	K-12	Other

I attest that all statements and representations set forth above are true and accurate. Inaccurate statements or misrepresentations concerning my work experience may lead the University to take one or more of the following actions: withdrawal of an offer of employment; modification of starting salary; and, in the event that I become an employee, disciplinary action up to and including discharge.

Name: _____ Signature: _____ Date: _____

Evaluator #1: _____ Signature: _____ Date: _____

Evaluator #2: _____ Signature: _____ Date: _____