

BRIEF APPLICANT INFORMATION FORM

(Must accompany Proposed Appointment Form when sending to Academic Affairs Budget Office for approval of the Provost)

Fund # Pos. # Org. #

Applicant's Name

Division & Dept.

MU ID

Salary Discipline Name

Discipline Code #

Highest Degree Earned

Degree Discipline Name

Terminal Degree In Field Yes No (If ABD, indicate date degree expected ())

*Full-Time Teaching Experience at Institutions Awarding College Degree Credit

Institution Name	Rank	Date From (mm/yy)	Date To (mm/yy)	Years Credited

Total Years Credited

Years Applied Toward Tenure at Time of Hire

Institution Name	Rank	Date From (mm/yy)	Date To (mm/yy)	Years Credited

**Total Years Applied
Tenure Application Academic Year
Pre-Tenure Review Date**

NOTE: No Pre-Tenure Review if three or more years awarded toward tenure.

Number of Years of Full-Time Related Professional Experience *(See page 3 for guidelines to calculate Related Experience.)*

Agency Name	Title	Date From (mm/yy)	Date To (mm/yy)	Years Credited

Total Years Credited

**Includes full-time professional Library experience. Part-time employment, full-time employment with less than 50% teaching, teaching assistantships and leaves of absence without pay may not be included; however, sabbaticals with pay may be included.*

Non-MU experience as an Employee of the State of West Virginia for Annual Increment Purposes (Public School Teaching is not applicable) AEI Verification Form Required for WV Years to be counted toward Annual Experience Increment Pay *Employee is responsible for obtaining verification. Form on AA web-site.

WV Agency	Location	Title	Date From (mm/yy)	Date To (mm/yy)	Months Credited

Total Months Credited

Proposed Rank Inst. Asst. Prof. Assoc. Prof. Prof.

Justification for Rank _____

Proposed Salary _____

Justification for Salary _____

Appointment Period 9 Month 12 Month Other _____ FTE _____

Appointment Type Temporary Term Clinical Track Probationary Tenured

Chair *Date*

APPROVED _____
Dean *Date*

HOW TO COUNT FULL-TIME TEACHING EXPERIENCE AT INSTITUTIONS AWARDING COLLEGE DEGREE CREDIT

The following criteria will be utilized in calculating the specific number of years of experience:

1. Only full-time experience will be counted.
2. Only unduplicated years of experience will be considered. A faculty member will not be credited with experience in two capacities during the same period of time.
3. Full-time experience for a portion of a year, but not less than one semester (4.5 months), will be considered as a full year of experience.
4. Teaching assistantships and graduate assistantships will not be counted.
5. Sabbatical leaves are counted as years of teaching experience and therefore should not be counted as professionally related experience.

HOW TO COUNT YEARS OF PROFESSIONALLY RELATED EXPERIENCE

The number of years of professionally related experience as required by the Higher Education Policy Commission defined as, "The number of years of experience that were spent in a non-higher education field, but are related to the individual's present academic teaching area." The specific types of experience that may be counted include (but are not strictly limited to):

1. Public school teaching in areas directly related to the faculty member's present academic teaching area.
2. Post-secondary teaching experience not previously reported as "higher education teaching" (nursing diploma schools, post secondary vocational-technical programs, etc.)
3. Professional, business or government related experience in an area directly related to the individual's present academic teaching area. If a faculty member were currently teaching history, experience as a certified public accountant would not meet the criteria, while experience as an archivist might meet the criteria. Each individual case will require a judgmental decision concerning the extent of "relatedness" of each professional, business or governmental experience to the individual's present academic teaching area.
4. Postdoctoral experience outside a university setting may be counted as related experience just as university-based doctoral experience is counted.
5. Military experience, either teaching in an area related directly to the present academic teaching area or functioning within the military in another manner directly relating to the faculty members present academic teaching area, will be counted. As an example, years of related experience might be credited for service as a navigator, if the individual were currently teaching cartography.
6. Leaves of absence should require the same test of "relatedness" as any other period of time. The pursuance of a higher degree is considered in the attainment of the degree and should not be counted as professionally related experience.

Points of clarification for application of above policies:

- "Adjunct Positions" may be counted as long as they are full-time years of experience, part-time positions described as adjunct will not be counted toward higher education experience.
- "Visiting Positions" may be counted as long as duplication of years of employment is not included in the calculation of total years.
- Titles of "Lecturer" or "Research" ranks will be considered on a case-by-case basis as determined to be full-time employment or its equivalency.
- Teaching fellows, if full-time, will be counted in years of 'teaching experience'.