MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-18

EQUIVALENCIES FOR COLLEGE TEACHING

1 General Information.

1.1 Scope: Academic policy regarding employment equivalencies for college teaching and professionally related experience.

1.2 Authority: W. Va. Code §18B-1-6

1.3 Passage Date: June 27, 2019

1.4 Effective Date: August 1, 2019

1.5 Controlling over: Marshall University

1.6 History: Amended to reflect HLC definitions. Originally approved by the BOG on 3/8/2006. This section approved by Faculty Personnel Committee, April 30, 1984, signed by the President, June 8, 1984, “with the understanding that all final work experience must be approved by the President.” Revised: 7/28/03

2 Policy

2.1 Faculty hired by the University will have an earned a degree at least one level above that of the program in which they are teaching, or the terminal degree as determined by the discipline. If the graduate degree is in a discipline other than the appointment, the faculty will have at least 18 graduate hours in the discipline being taught.

2.2 Recognition of Nonacademic Experience

2.2.1 An academic department may use verified experience to substitute §2.1 degree requirements when the experience includes notable professional practice and credentials, licenses, or professional certifications relevant to the discipline. However, in no case may the faculty member have a degree lower than the one offered by the program in which they are teaching.

2.2.2 Verified experience will include professional activities completed during full-time employment when the faculty applicant was not engaged in college teaching. These experiences include, but are not limited to, employment in commerce or business, law, industry, public school teaching, medical or other licensed practice, journalism, production of creative works, and other activities related to the discipline to be taught.

2.2.2.1 The department chair and search committee will define the appropriate verified experience and professional credentials, including professional licensure and certification, with the approval of the academic dean and the chief academic officer of the University.
2.2.2.2 The applicant must have at least a baccalaureate degree that was earned before beginning the work to be counted for the verified experience. The verified experience will represent at least five years of continuous employment prior to the appointment.

2.2.2.3 The verified experience may not be used for tenure purposes.

2.2.2.4 Negotiations for the verified experience equivalency will be part of the formal interview and appointment process. At the time of appointment, the dean and the department chairperson will document the verified experience in the individual’s permanent personnel file.

2.3 Credit for Professionally Related Experience

2.3.1 Faculty coming to the university with related experience outside of higher education employment and who fulfill the criteria of §2.1 may receive credit for that experience if the duties are related to the current teaching appointment. The specific types of experience include but are not limited to:

2.3.1.1 Public school teaching in areas directly related to the faculty member’s present academic teaching area.

2.3.1.2 Post-secondary teaching experience not previously reported as “higher education teaching” (nursing diploma schools, post-secondary vocational-technical programs, etc.).

2.3.1.3 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.

2.3.1.4 Postdoctoral experience outside a university setting may be counted as related experience just as university-based postdoctoral experience is counted.

2.3.1.5 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 member’s 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.

2.3.2 Credit for Professionally Related Experience may only be granted for:

2.3.2.1 Full-time experience which is equal to or greater than 4.5 months during a year.

2.3.2.2 Unduplicated years of experience. A faculty member will not be credited with experience in two capacities during the same period of time.

2.3.3 Credit for Professionally Related Experience may not be granted for:

2.3.3.1 Teaching assistantships and graduate assistantships.

2.3.3.2 Sabbatical leaves.
2.3.3.3 Leaves of absence to pursue an additional degree.

2.4 A faculty member with a full-time appointment who serves in a college or university administrative capacity and returns to a teaching assignment shall be paid the amount received in his/her last teaching year plus any Higher Education Policy Commission mandated increments granted other faculty during the individual’s service as an administrator. However, service in an administrative position by a probationary faculty member shall not be credited as experience toward tenure.