

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: March 8, 2006
- 1.4 Effective Date: Upon passage
- 1.5 Controlling over: Marshall University
- 1.6 History: 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 Experience and responsibilities in full-time employment and career activities during the years when the faculty applicant was not employed in college teaching will be reviewed by the dean, the department chairperson and the department faculty or elected personnel committee with input from the faculty applicant to determine the relevance of these full-time activities to instructional competence. From such experiences as may be obtained in business, law, industry, public school teaching, etc., the dean and the department chairperson, acting on the recommendation of the faculty (or elected personnel committee), shall determine the experiences which enhance the faculty applicant’s competence in the particular area of teaching at Marshall.
- 2.2 Such related experience as determined by the person and groups identified above shall not exceed five years. No related experience equivalency can be used for tenure purposes.
- 2.3 Negotiations for the related experience equivalency will be part of the formal interviewing process. At the time of appointment, the dean and the department chairperson shall establish the Related Experience equivalency for each new faculty member on the basis of 2.1 and 2.2 above.
- 2.3.1 How to Count Years of Professionally Related Experience

- 2.3.1.1 The number of years of professionally related experience as required by the Higher Education Policy Commission is 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, which may be counted include (but are not strictly limited to):
 - 2.3.1.2 Public school teaching in areas directly related to the faculty member’s present academic teaching area.
 - 2.3.1.3 Post-secondary teaching experience not previously reported as “higher education teaching” (nursing diploma schools, post-secondary vocational-technical programs, etc.).
 - 2.3.1.4 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.
 - 2.3.1.5 Postdoctoral experience outside a university setting may be counted as related experience just as university-based postdoctoral experience is counted.
 - 2.3.1.6 Military experience. 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.
- 2.4 The following additional criteria will be utilized in calculating the specific number of years of experience:
 - 2.4.1 Only full-time experience will be counted.
 - 2.4.2 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.
 - 2.4.3 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.
 - 2.4.4 Teaching assistantships and graduate assistantships will not be counted.
 - 2.4.5 Sabbatical leaves are counted as years of teaching experience and therefore should not be counted as professionally related experience.
 - 2.4.6 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.
 - 2.5 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.