

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-8

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: August 27, 2020
- 1.4 Effective Date: September 28, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History: Amended to reflect Higher Learning Commission (HLC) definitions. 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.” Revisions approved by BOG: 7/28/03, 3/8/2006, 6/27/2019, and 6/25/2020.

2 **Policy**

- 2.1 Faculty hired by (or engaged to teach courses at) 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 degree is in a discipline other than the appointment (or of the course they have been engaged to teach), the faculty will have at least 18 graduate hours in the discipline being taught.
- 2.2 Recognition of Verified Experience
 - 2.2.1 An academic department may use verified experience to substitute §2.1 degree requirements. The verified experience will represent at least five years of continuous employment or notable professional accomplishments recognized by the discipline. 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 full-time professional activities completed when the faculty applicant was not engaged in college teaching. These activities include, but are not limited to, notable professional practice and credentials, licenses, or professional certifications, employment in which the applicant has used the skills of their discipline, and other activities related to the discipline to be taught.
 - 2.2.2.1 The applicant must have a degree from a regionally accredited institution (or equivalently accredited institution outside the United

States) earned before beginning the activities to be counted for the verified experience.

- 2.2.2.2 Each academic unit wanting to use verified experience must develop qualification criteria that outline minimum degree requirements, a minimum threshold of experience (though not less than five years of full-time activity) and a system of evaluation. Disciplines and programs must indicate specific skill sets, types of certifications, licenses, or additional credentials, and experiences that constitute acceptable qualifications. These criteria and procedures must be approved by the academic Dean and the Chief Academic Officer of the University, and must be reviewed and approved by the Faculty Senate and President.
- 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 Chair will document the verified experience in the individual's permanent personnel file.

2.3 Using Professional Experience for Determining Salary

- 2.3.1 Faculty coming to the university with related experience outside of higher education employment and who fulfill the criteria of §2.1 or §2.2 may receive credit for that experience if the duties are related to the current teaching appointment. Each case will require a decision concerning the extent of "relatedness" of each professional, business, or governmental experience to the individual's present academic teaching area. 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.
 - 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.
- 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.
- 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.
- 2.3.3.4 The chair of the academic department, in consultation with the academic Dean and Chief Academic Officer, shall determine a salary that complies with this policy as well as others governing faculty compensation.