



REGULATIONS

REG No.: 838

EQUATION OF EXPERIENCE FOR FACULTY AND ADMINISTRATIVE STAFF

I. PURPOSE

This regulation provides procedures for evaluating past related experience of faculty and administrative staff to equate that experience to comparable years of experience at WCJC and to place employees at appropriate locations on the college's approved salary schedules.

II. BACKGROUND and/or LEGAL REFERENCES

Not applicable

III. DEFINITIONS

See Reg 911: Categories of College Employees for definitions of *faculty* and *administrative staff*.

IV. POLICY

Wharton County Junior College shall publish a set of procedures to be used in assessing a prospective employee's past experience, equating that experience to WCJC experience, and placing an employee at the appropriate location on the college's approved salary schedules at the time of hire.

(POLICY APPROVAL: 3-20-96, Board of Trustees, amended 1-15-08)

V. PROCEDURES

- A. The Human Resources Department reviews the level of responsibility and degree of relatedness of the prospective employee's prior professional experience to the WCJC position.
- B. The Worksheet for Calculating Equated Experience includes the equation of previous experience minus the years of experience required for the position as listed in the job description and on the Job Vacancy Notice.
- C. The Human Resources Director completes the Worksheet for Calculating Equated Experience and attaches it to the Personnel Action Form (PAF) for the prospective employee.
- D. The PAF for the prospective employee is verified for budget approval and formal signature approval of the appropriate vice-president prior to submission to the President.
- E. The President's signature approval is obtained before the vice-president or his/her designee makes the tentative employment offer, pending Board of Trustees formal approval, to the candidate.
- F. If an existing faculty or administrative staff member changes positions or receives a promotion, a new Worksheet for Calculating Equated Experience is completed.

1. The salary for the new position or promotion reflects the equated experience as though the employee were a new hire.
2. The salary for a current employee who changes positions or who is promoted to a new position must reflect the appropriate placement in the salary schedule for the new position, but in no case may the new salary be less than the former salary unless the change in position is a demotion.

VI. GUIDELINES

A. Normally, conversion of prior experience adheres to the following guidelines:

1. Prior full-time professional experience that is directly related to the current WCJC position **and** is at a comparable level of responsibility is equated on a one-for-one basis (i.e., one year of prior full-time experience equates to one year of full-time experience in the current WCJC position).
2. Prior full-time professional experience related to the current WCJC position at a lower level of responsibility is equated on a two-for-one basis (i.e., two years of prior full-time experience equates to one year of full-time experience in the current WCJC position).
3. Prior full-time professional experience related to the current WCJC position at two levels lower in responsibility is equated on a three-for-one basis (i.e., three years of prior full-time experience equates to one year of full-time experience in the current WCJC position).
4. Prior professional experience that is related to the current WCJC position but is more than two levels lower in responsibility is not eligible for equation.
5. Years of experience required on the Position Vacancy Notice for the position are subtracted from the equated experience.

B. The maximum number of years of experience an employee may receive, without special Presidential approval, is ten years. Years of equated experience are used to help define the minimum placement on the salary schedule for a new employee; but it does not preclude a higher placement, when authorized by the President for extenuating circumstances (such as difficulty of recruitment, special expertise, marketability, etc.).

C. WCJC faculty and administrative staff moving from one position to another receive credit for each year (one step on the appropriate salary schedule) of continuous full-time experience in their prior WCJC positions.

D. Equation of Teaching Experience: Experience as a professional faculty member, either on a full-time or part-time basis, is eligible for equation. (For example, experience as a graduate teaching assistant is not eligible.) The maximum equitable experience for any 12-month period is one year.

1. Full-time teaching at the collegiate or high school level equates on a one-for-one basis (i.e., one year of teaching at another accredited college or university equates to one year of teaching at WCJC). Part-time teaching at the collegiate or high school level is equated on a two-for-one basis.

2. Full-time teaching below the high-school level equates on a two-for-one basis (i.e., two years of full-time teaching at such an institution equates to one year of full-time teaching at WCJC). Part-time teaching at below the high school level equates on a two-for-one basis.
3. Full-time teaching in a non-academic setting (such as a private corporation) equates on a two-for-one basis. Part-time teaching in a non-academic setting equates on a four-for-one basis.

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