

MnSCU MSUAASF New Hires

Guidelines for Calculation of Creditable Experience

Creditable Experience Criteria:

- Years of work experience are expressed in terms of full-time equivalent service with a full time twelve-month workload equal to one (1) FTE year. No more than 1.00 FTE is credited in any twelve-month period.
- No experience credit is accrued for time spent on leaves of absence without pay.
- Years of Service in teaching positions or administrative positions (i.e., Resident Hall Director, Coaching, etc.) that are seasonal in nature are equal to one (1) FTE year.
- All allowable part-time experience is credited on a full-time equivalent (FTE) basis. Part-time work is counted on a pro-rated basis according to the following formula:

Academic Experience:		FTE Credited:
Full time Academic Year	equals	1.00 FTE
Part time Academic Year	percent time employed equals	portion of 1.00 FTE
Full time Academic Quarter	equals	.33 FTE
Part time Academic Quarter	percent time employed times .33 equals	portion of .33 FTE
Full time Academic Semester	equals	.50 FTE
Part time Academic Semester	percent time employed times .50 equals	portion of .50 FTE
Non-Academic Experience:		FTE Credited:
Full time twelve months	equals	1.00 FTE
Part time twelve months	percent time employed equals	portion of 1.00 FTE
Full time Academic Quarter	equals	.25 FTE
Part time Academic Quarter	percent time employed times .25 equals	portion of .25 FTE
Full time Academic Semester	equals	.33 FTE
Part time Academic Semester	percent time employed times .33 equals	portion of .33 FTE

Each period of work experience must be reviewed against the categories of creditable experience for inclusion or exclusion. If the work experience is to be included in the calculation of creditable experience, the FTE must be multiplied by a factor of either 1.0 or .50 based on the type of work experience to arrive at the number of creditable years.

Categories of Creditable Experience:

Category:	How Credited:
Professional-level teaching & administrative experience within all MnSCU institutions	FTE times 1.00 (fully credited)
Professional-level teaching & administrative experience within higher education outside of MnSCU	FTE times 1.00 (fully credited)
Professional-level teaching & administrative experience in K-12 (e.g., teacher, librarian, principal, superintendent, etc.)	FTE times .50 (credited at 50%)
Professional level experience outside of education ONLY if the work experience is directly related to the MSUAASF position upon hire	FTE times 1.00 (fully credited)
Clerical/Technical/Paraprofessional Experience within/or outside MnSCU institutions ONLY if the work experience is directly related to the MSUAASF position upon hire	FTE times .50 (credited at 50%)
Graduate/teaching assistantships Experience within/or outside MnSCU institutions ONLY if the work experience is directly related to the MSUAASF position upon hire	FTE times .50 (credited at 50%)
Volunteer Experience: Professional-level experience ONLY if a) the work experience is directly related to the MSUAASF position upon hire and b) if percent time is listed and c) volunteer work does not overlap with other experience credited	FTE times 1.00 (fully credited)
Minnesota Statute 192.261 requires recognition of years of military service which resulted from conscription and which interrupted service in the Minnesota State Colleges and Universities system	FTE times 1.00 (fully credited)

Aggregate total creditable work experience for all categories is rounded down to the number of full years completed. For example, a total of 7.67 FTE years is rounded down to seven (7) years of total creditable experience for salary grid placement.