

# Polk State College Procedure

Subject	Reference	Date	Number
Completing Faculty Related Experience Form (REX)	DBOT Rule Ref. 3.15	4/20/10	6074

## I. Purpose

The purpose of this procedure is to outline the process for determining related experience awarded in assigning newly hired faculty to the appropriate Level and Step in the Polk State College Pay Plan, and for completing the Related Experience Form (REX).

## II. Procedure

- A. The administrator completing the REX form will exercise professional judgment in evaluating related experience.
- B. Information related to the completion of the REX will come from a review of the PSC application, the resume', and any other relevant verifiable information submitted by the applicant selected. Once the recommendation process has progressed to the point of completing hiring documents including both the RPA and the REX, it may become necessary and is appropriate for the administrator completing the REX to "interview" the applicant to ensure accuracy of the information included on the REX.

### C. Entering and calculating relevant services

1. Only relevant related service should be counted. For example, if the individual being hired is being hired as an English instructor, while one might argue that working as an account executive in an insurance agency requires the use of English, it is not relevant experience for salary placement purposes. On the other hand, an individual being hired as a Nursing instructor should have employment experience as a practicing RN counted.
2. The PSC Academic Accounting system will be used as a guide in calculating full time teaching credit. However, in any case in which the institution at which the experience is reported considers the faculty workload reported as full time, award credit as full time. If a full load, for example, is 5 sections for 2 terms for a total of 10 for the year at the reported institution, and the individual reports that teaching load within a calendar/academic year, then credit = 1.0 year.

NOTE: An individual may have taught summer school or an overload at some point or points during his/her tenure at an institution. However, for REX completion purposes, FT teaching experience awarded for a given calendar/academic year can never exceed 1.0 year.

3. For calculating other full time experience, consider a workweek as 40 hours and a full 12 month year as a complete calendar year. An individual working a 40-hour week as a Nurse from 1 August 1999 through 30 June 2000 has 11/12 FT year experience, or 0.92 year.

4. For calculating credit for part time teaching experience, use the PSC Academic Accounting system as a guide.

Example: Individual taught one section of College Algebra in the fall term of 1999, and two sections in the spring term of the same year. Using the PSC Academic Accounting system, that would be the equivalent of 36 points. A full year is 144 points, so experience is calculated as  $36/144 = 0.25$  year.

5. For calculating other relevant part time experience, assume a typical 40-hour week and consider 52 weeks or 12 months as a full year.

Example: Individual worked as a network administrator 25 hours/week from 1 July 1998 through 30 November 1999. Worksheet =  $25/40 = .625$  week. Duration is 17 months. Total credit =  $17/12 \times 0.625 = 0.89$  year.

6. When an individual has worked several PT jobs within the same calendar period, the maximum experience credit an individual can earn for PT work in one calendar year is one (1.0) year.

Example: Individual worked equivalent of 0.4 year at institution "A," equivalent of 0.5 year at institution "B," equivalent of 0.3 year at "C," and 0.2 year at "D," all in 1998. While the sum of these is 1.4 equivalent years, the individual may be credited with only 1.0 year for 1998.

7. However, if an individual has creditable full time related professional experience over a given period of time and has also accumulated creditable PT teaching experience over the same period of time, both the full time and the part time experience may be counted separately.

Example: Individual is being hired as a chemistry instructor and was employed as a polymer chemist full time at the PLASTICO LTD. plastics factory in 1997 and 1998, and is awarded 2.0 years of related FT experience for that period. During the same period, she was also employed as an adjunct chemistry instructor at Susquehanna Community College for the equivalent of 0.2 years. In this case for the period of 1997-1998, the individual is awarded both the 2.0 of FT related experience and the 0.2 PT teaching experience, entered in the appropriate sections of the form.

NOTE: This principle applies only to combinations of related FT professional experience and adjunct teaching experience accumulated over the same period.

8. When all creditable experience has been calculated and entered in the correct sections of the form, add the sub totals to arrive at the Total Creditable Experience. This number will be rounded to the nearest whole number for calculating the REX step.

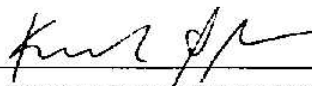
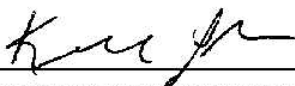
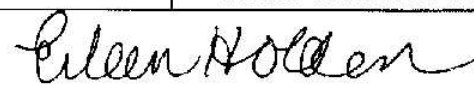
D. Completing the Placement and Calculation form:

1. Transfer the sub totals to the front (salary calculation) section of the form and re-calculate the Total Creditable Experience. The total of these values is the REX index. Check to see that you have transferred and calculated accurately. The REX index is then rounded-up to the nearest whole number and used as the REX step value.
2. The maximum REX step for an incoming faculty member is determined by the current PSC faculty pay plan. Refer to DBOT Rule 3.15, Pay Plan for Instructional Personnel.
3. It is important that the information at the top of the form be completed accurately. Remember that the degree earned will determine Pay Plan Level—Doctorate = ALPHA; Specialist or Master’s Plus 30 = BETA; Master’s = GAMMA; and Bachelor’s or lower = DELTA. In some few instances—Art is an example—there is a variation from this scheme. When in doubt, refer to DBOT Rule 3.15, Pay Plan for Instructional Personnel.
4. Once you have verified the REX step and appropriate Pay Plan Level, enter that information in the appropriate spaces on the form. Circle the correct contract length and then calculate annual salary using the appropriate daily rate from the current rate table provided.
5. In some instances the standard contract length will not apply. In instances in which the contract length does not correspond to any of the standard lengths, enter the appropriate number of days rather than circle one of the standard value items. Be sure that the “effective date” listed on the accompanying RPA and the number of contract days entered on the REX are compatible.

Attachments: REX Forms (2)

**History:** Adopted: June 3, 2003  
 Revised: April 20, 2010

**Distribution:** All Holders of PSC Procedure Manual  
 All Faculty

	4/20/10		4/20/10
Executive Responsible for Procedure	Date	President's Staff Member's Approval	Date
			4/20/10
President's Approval			Date