

Criteria For Calculating Years of Service *Faculty* in Academic Year Appointments

One semester equals .5 years of service toward service award accruals.

One semester is defined as having worked, at any amount of appointment, for the entire* semester.

Two semesters equal one year of service.

Calculations will be made by totaling the number of semesters worked (without a break in service) and dividing by 2, there will be no rounding up to the next year and benchmark awards will only be given upon completion of a full year of service. (I.e. 4.5 years will not receive the 5-year award until after the 10th semester is complete).

Breaks in Service

A break in service of one academic year or more will terminate their service year accruals.

Should the Faculty return after one or more years of break in service their count for the service awards will start over.

Leave of Absence

Leave of Absence where the faculty remain in paid status will count as service.

Faculty on an approved Leave of Absence without pay will not earn service credit towards service awards; the approved Leave of Absence will not constitute a break in service.

Calculation Timeline

Calculations will be done in the summer with work completed through the prior spring semester included in the count.

** If a faculty member works a partial semester credit will be given for the semester if they worked 75% of the length of the semester.*

Criteria For Calculating Years of Service

Faculty in 12-Month or 10-Month Appointments

Employment of a minimum of 10 months, at any time base, within the July 1 – June 30 year equals 1 year of years of service toward service award accruals.

No Partial Years Are Earned for these classifications

Breaks in Service

A break in service of one year or more will terminate their service year accruals.

Should the Faculty return after one or more years of break in service their count for the service awards will start over.

Leave of Absence

Leave of Absence where the faculty remain in paid status will count as service.

Faculty on an approved Leave of Absence without pay will not earn service credit towards service awards; the approved Leave of Absence will not constitute a break in service.

Calculation Timeline

Calculations will be done in the summer with work completed through the June 30th of that year included in the count.