

**Per Rob Armijo on 7/13/2023:**

**To ensure consistency within the College of A&S, please use the below measures for the “Education and Experience” criteria when completing the Salary Placement and Equity Tool’s (SPET):**

- Only “completed” College Degrees should be counted as Education (above the High School).
- All Coursework and/or Internships used to gain credit toward a “completed” College Degree should not be used as Work Experience (as the “completed” College Degrees should be counted as Education).
- Only work Experience within “same or similar” Staff positions (including Graduate Student appts. and Volunteer work) performing same or similar duties to the Job Title you are hiring (reclassifying, etc.)—should be counted as directly related (or 100%).
- Work Experience within Staff positions (including Undergraduate Student positions) performing less related duties to the Job Title you are hiring (reclassifying, etc.)—should be counted as indirectly related (or 50%).
- If considering part-time experience, the length of experience must be prorated according to actual hours per week/month worked.
- The total years of related work experience must be entered in whole numbers based on a 100% FTE maximum, rounding down (i.e. 3.8 years is 3 years rounding down).

When determining appropriate salary/pay rates, the Unit should consider education, experience, and unique competencies, which are directly related to the position as well as internal budget constraints. Justification should be provided documenting how education, experience, performance, and competencies were analyzed.

If noted in the Job Title’s UNM Position Description, completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis (degree years are not cumulative; for example the Master’s 6 years includes the Bachelor’s 4). Also multiple degrees earned at the same level are not cumulative:

GED/High School = 0  
Associate’s degree = 2  
Bachelor’s degree = 4  
Master’s degree = 6  
Ph.D. = 8

Candidates selected for a position requiring a college degree must provide transcripts before HR approves and finalizes the hire. Incumbents receiving an equity increase must have appropriate educational official transcripts on file. If confirmation is not documented in the personnel file, official transcripts supporting education claims must be provided.