

**Years of Experience Guidelines for Calculating Relevant  
Non-University Experience Prior to Queen's University Appointment  
Faculty of Arts and Science**

**Non-University Experience Prior to Queen's University Appointment**

The following administrative guidelines are designed to facilitate the calculation of relevant years of prior non-University work experience granted to members of the academic staff of the Faculty of Arts and Science at the time of appointment to Queen's University.

Years of Experience values are used to:

- Assist the Dean in establishing equitable starting salaries; and
- Facilitate a comparison of remuneration for faculty members that will maintain pay equity between men and women and maintain an equitable application of career development and merit among members in related disciplines.

When assessing Non-University experience prior to Queen's University appointment, the following criteria are used:

(1) Degrees of Relevance

Non-university experience should be assessed on its degree of relevance to an individual's academic responsibilities. Relevant experience is only that which has contributed to a faculty member's expertise in university-level teaching and research.

There are four (4) degrees of relevance:

Direct Relevance:        *count one year of experience for each year worked*

Assess one year of experience for each year for academic-related appointments with a full range of duties. A full range of duties is presumed to mean full-time teaching, research and service. For example, individuals working at NSERC and/or other granting agencies are often responsible for the teaching and supervision of Research Assistants, conducting independent research and performing service duties.

Related work done in government and industry may count one year for one year according to the judgement made at the time of hiring. For example, prior work as a full time researcher in an area of direct relevance to the discipline may be counted on a one for one basis, even if teaching and service were not part of the individual's regular duties in their prior position.

Artistic work done outside the university which forms the basis for the individual's expertise may count one year for one year according to the judgement made at the time of hiring. For example, directing, producing and/or performing in plays in the community on a full-time basis is directly relevant to the years of experience value for an individual in the discipline of Drama.

Reasonable Relevance: *count 0.5 years of experience for each year worked.*

We assess 0.5 years of experience for each year CEGEP or community college teaching of a *related* subject;

Limited Relevance: *count 0.25 years of experience for each year worked*

We assess 0.25 years of experience for each year (up to a maximum of 8 years) teaching an *unrelated* subject at a CEGEP or community college and for high school teaching of a related subject.

No Relevance: *no experience will be credited.*

We assess 0 years of experience for high school teaching of an unrelated subject

NOTE: Other non-University experience is evaluated on a case-by-case basis at the time of hire.

## (2) Level of Education

Calculation of years of experience prior to a regular academic appointment will be assessed on the degree of relevance of the work to an individual's academic responsibilities. The level of education held at the time of work experience, in and of itself, cannot determine the degree of relevance. However, with respect to disciplines or sub-disciplines where an advanced degree is not required for an academic appointment, the Faculty of Arts and Science may discount a specified number of years of relevant work in order not to disadvantage those who do hold advanced degrees in the same discipline. A completed PhD is assumed to require, on average, four years beyond a Master's degree and six years beyond a Bachelor's degree. Therefore, in the case of an individual holding only a Master's degree, four years of relevant non-University work may be discounted. Where an individual holds only a BA, six years may be discounted.