

**Guidelines for the Calculation of Years of  
Relevant Non-University Experience Prior to Appointment  
School of Business, Queen's University**

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 School of Business at the time of appointment to Queen's University. They are used to:

1. Assist the Dean in establishing equitable starting salaries.
2. 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.

Preamble

As a Faculty responsible for preparing our graduates for the business profession we value all forms of business practice, related industrial work experience and non-university teaching and research experience.

Non-University Experience Prior to Queen's University Appointment

All non-university experience is assessed on its degrees of relevance to an individual's academic responsibilities. Relevant experience is defined as that which has contributed to a faculty member's expertise of value in university teaching and/or research.

**Degrees of relevance**

- a) Direct Relevance – counts one year for one year

Experience in the practice of business, typically in industry, in government, in institutes or private research laboratories, is directly relevant.

- b) Reasonable Relevance – counts for 0.5 of a year for one year

Examples may include CGEP or community college teaching.

- c) Limited Relevance – count for 0.25 of a year for one year

Some non-university work experience may be judged to be of limited relevance on a case-by-case basis.

- d) No Relevance – no experience will be credited

Examples might include traveling after graduation or compulsory military service in which professional practice is not involved.

## **Level of Education**

Since all faculty members in the School of Business are expected to have a Ph.D. in management or a relevant discipline, time spent in a program of graduate studies is not counted toward years of relevant experience.

In some cases following completion of an undergraduate degree, work experience and graduate program registration are carried out simultaneously, usually through part-time involvement in each activity. When it is difficult to determine how much time should be attributed to each activity the Faculty has discounted 2 years for a master's program and 4 years for a doctoral program. This discounting is based on the normal completion time for graduate business students who on average spend 4 years beyond a master's degree and 6 years beyond a bachelor's degree to obtain a Ph.D.