

June 7, 2002

**Years of Experience Guidelines for
Calculating Non-University Work Prior to Appointment
Faculty of Education, Queen's University**

PRIOR NON-UNIVERSITY WORK EXPERIENCE:

Reasonable Relevance:

0.5 year for 1 year CEGEP or community college teaching.

0.5 year for 1 year for experience which required teacher's certification or other relevant professional credentials up to 15 years.

Limited Relevance:

0.25 year for 1 year for the 16th and subsequent years of experience which required teaching credentials or relevant professional credentials.

0.25 for 1 year of relevant experience without teaching credentials or relevant professional credentials.

Related work done in government or public service may count 0.25 for each year according to the assessment made at the time of hiring. For example, prior work as a full time researcher (engaged in independent, self-directed research) in an area of direct relevance to education may be counted, even if teaching and service are not part of the individual's regular duties.

No Relevance. No experience will be credited.

LEVEL OF EDUCATION:

Since a completed Ph.D. is assumed to require on average 4 years beyond a Master's degree and 6 years beyond a Bachelor's degree, 4 years of non-university work experience will be discounted in the case of individuals who have only a Master's degree, and six years in the case of those who have obtained only a Bachelor's degree, so as not to disadvantage those who have obtained the Ph.D.