

To: The Deans, University Librarian and University Archivist



Vice-Principal (Academic) Memorandum

From: Sheila Devine

Date: June 11, 2002

Subject: Finalized Years of Experience Guidelines

As you are aware, faculties and units within the University have been engaged in a process of reviewing guidelines for the assessment of years of experience for faculty, librarian and archivist Members of the Queen's University Faculty Association (QUFA). This process is now complete and the guidelines have been reviewed and approved by the Joint Committee for the Administration of the Agreement (JCAA).

Attached to this letter please find:

(i) **A Memorandum of Agreement - Years of Experience Guidelines**

These are the Guidelines with respect to the calculation of Years of University Experience:

- (a) acquired during a Queen's University Appointment
- (b) acquired University experience prior to a Queen's University Appointment

These are University guidelines which are common for all faculties and units.

(ii) **Individual Faculties and Unit Guidelines**

These guidelines are for non-University experience prior to Queen's University appointment and, while based on general principles enumerated in the Memorandum of Agreement above, are unique to your faculty or unit.

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In any hiring subsequent to today's date, these guidelines must be used to assess Years of Experience. If faculties or units contemplate changes to the individual faculty/unit guidelines for non-university experience prior to Queen's University appointment, they must be approved by the JCAA.



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Attachments