

June 7, 2002

**GUIDELINES FOR ASSESSMENT OF YEARS OF NON-UNIVERSITY EXPERIENCE
OUTSIDE QUEEN'S:
LIBRARY AND ARCHIVES**

General Principles:

This document covers the assessment of experience outside Queen's University at the point of hiring librarians or archivists who will become members of the bargaining unit. The term "librarian or archivist" shall be interpreted as defined in Article 14 2.2(a) of the Collective Agreement between Queen's University Faculty Association and Queen's University at Kingston.

Libraries and Archives administrators, supported by the Queen's University Faculty Association, have agreed that the process for assessing experience for the purpose of setting salaries for newly hired librarians and archivists shall be transparent and clear.

At the point of hire, experience will be assessed as relevant to the specific appointment for which the candidate is being assessed, and will include experience which was considered as pertinent and valuable during the selection process, as well as experience relevant to the general duties of a librarian or archivist member in a university setting.

Experience in different types of work or in non-university institutions may be assessed at lower levels of relevance. See Assessment of relevant work experience below for more details.

Years of experience as a librarian or archivist at another institution should be pro-rated, i.e. years of experience should be calculated on the basis of actual time worked. Years of experience as a librarian or archivist at a university not recognized by Queen's University¹, may be evaluated as less than directly relevant or equivalent.

Procedures:

Prior to the Principal issuing a formal offer of appointment, the successful candidate will have received in writing the details of the assessment of his/her previous experience from the University Librarian, University Archivist or designate. At the same time the successful candidate will be provided with a copy of the Guidelines for Assessment of Years of Experience Outside Queen's, and informed how to contact QUFA.

Before an informal salary offer is made by the University Librarian or the University Archivist, the candidate may be asked for clarification and/or amplification of their previous duties which is necessary to make a fair assessment of their previous experience. The onus is on the individual librarian or archivist to provide full and accurate information at the point of hiring to allow for a fair and equitable assessment.

¹ Criteria for recognition can be found in the School of Graduate Studies General Regulations (www.queensu.ca/sgsr/)

