

**Years of Experience Guidelines For  
Calculating Non-University Work Prior to Appointment  
School of Graduate Studies and Research, Queen's University**

**Prior Non-University Work Experience:**

Direct Relevance:                      Counts one year for one year:

Work done in government and industry may be assessed as one for one on a case-by-case basis. 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.

Reasonable Relevance:              Counts 0.25 or 0.5:

0.5 years for 1 year CEGEP or community college teaching of a *related* subject;

0.25 years for 1 year teaching (up to a maximum of 8 years) an *unrelated* subject at a CEGEP or community college.

Note: Work done in government and industry in professional practice areas, which is of reasonable relevance, will be assessed on a case-by-case basis and may be awarded Years of Experience value of 0.25 or 0.5

Limited Relevance:                      Counts 0.25:

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

No Relevance:                              No experience will be credited.

**Level of Education:**

1. In disciplines where a Ph.D. is often *not* required for university teaching credit for equivalent to full-time, full-service work, is subject to the regulation in #2, noted below, in order not to disadvantage those who do hold a PhD.
2. For individuals who hold a master's degree:
  1. Since a Ph.D. is assumed to require four years beyond a master's degree, four years of relevant employment will be discounted in the case of individuals who hold a Master's degree but not a PhD.
  2. Since a Ph.D. is assumed to require, on average, six years beyond a bachelor's degree, six years of relevant employment will be discounted in the case of individuals who hold only a B.A.