

GUIDE FOR CALCULATING CREDITABLE YEARS OF EXPERIENCE FOR CANDIDATES FOR APPOINTMENT AS INSTRUCTORS

Note: Read this document and complete items numbered 1-7 below

The Collective Agreement between the Board of Governors and the Dalhousie Faculty Association provides a salary scale for Instructors and Senior Instructors who are Members of the bargaining unit. Candidates hired to Instructor positions are placed on the scale according to their creditable years of experience, and the Board consults with the Association's nominees to the joint Association-Board Committee prior to making an appointment. The purpose of this form is to assist you in providing information for use in considering your placement on the salary scale. You may wish to consult with the Dalhousie Faculty Association for further assistance.

Give specific details concerning your educational background in the appropriate space below. Graduate degrees are considered as creditable experience within the limits and requirements specified by the Collective Agreement.

Information about your other previous experience should be provided below in the Experience section. Be sure to note any employment experience which was less than full-time, and specify the fraction of full-time duties performed. At the minimum, your placement on the salary scale must recognize the following experience:

- (A) appropriate graduate degrees, if any:
- (B) years of experience as an Instructor or similar position at Dalhousie University or similar institution; and,
- (C) years of employment experience elsewhere that is related and relevant to the functions of the Instructor's specific position at Dalhousie University. (The maximum to be allowed under this category C shall be five years.)

Your total claim will be the sum of the various parts included, rounded to a whole number. Part credit must be allocated for part-time creditable experience, but one must not claim any real-time period more than once. Thus, someone who was a half-time research worker for two years while he or she was also a full-time university instructor cannot claim more than two years in total for that period.

In the items below, give exact dates (day/month/year) whenever possible.

(A) Education:

Dates From / To	Institution	Degree or equivalent awarded or in progress	Area of Study

1. Do you have a Bachelor or Education degree or equivalent? Yes No

If you claim the equivalent of a Bachelor's degree, indicate your justification of the equivalence below:

2. Do you have a Master's degree or equivalent? Yes No

If you claim the equivalent of a Master's degree, indicate your justification of the equivalence below:

3. Do you have a Doctorate or equivalent? Yes No

If you claim the equivalent of a Doctorate degree, indicate your justification of the equivalence below:

- (B) Experience as an Instructor or similar position. Full-time employment for a period of eight (8) months or more in any twelve month period shall be counted as one year; less than full-time experience shall be prorated according to the fraction of full-time duties worked.

Dates From / To	Institution	Rank or Title	Fraction of F/T Duties *	Number of Years	Subject Taught

4. * Unless you were employed on a full-time basis, you must specify the fraction of full-time duties performed. If you were not assigned by your employer a specific fraction of full-time duties, give the basis for the fraction you have claimed (e.g., hours worked per week/normal full-time hours worked in that occupation).

5. Total Number of Full-Time Equivalent Years = _____

(Use a weighted fraction to arrive at a total. For example, if you worked three years full-time and six months at 50% of full-time, your total would be 3.25 full-time equivalent years.)

(C) Experience elsewhere that is related and relevant.

Dates From / To	Nature of Experience	Location	Fraction of F/T Duties *	Number of Years

6. * Unless you were employed on a full-time basis, you must specify the fraction of full-time duties performed. If you were not assigned by your employer a specific fraction of full-time duties, give the basis for the fraction you have claimed (e.g., hours worked per week/normal full-time hours worked in that occupation).

7. Total Number of Full-Time Equivalent Years = _____

(Use a weighted fraction to arrive at a total. For example, if you worked three years full-time and six months at 50% of full-time, your total would be 3.25 full-time equivalent years.)

You should justify the relevance of any experience claimed, especially under item (C) above. In accordance with Clause 31.33 of the Collective Agreement, the interpretation of experience, employment and creditable years shall be in accordance with the past practice of the Association-Board Committee. Where there have been questions about the relevance of such experience, the Association-Board Committee has referred to the Job Description for the Instructor position at Dalhousie, and has sometimes consulted other sources, including the Department. You may be asked to elaborate further on your claim.

In the past, it was almost universally typical for a student to complete secondary education and immediately pursue a post-secondary degree, and possibly a graduate degree. This pattern is now often broken up, and periods of employment or other experience are interspersed with periods of education. Keeping in mind the rule that no real-time period may be claimed more than once, indicate whether any experience you claim was required (for example, as part of a Co-op program) in obtaining an educational degree to equivalent, otherwise such experience will be assumed to be unrelated to the educational experience claimed.

For example, many graduate schools require students to work as either teaching or research assistants as part of the degree requirements. Such work will not be recognized as creditable experience in addition to the graduate degree credited.

If there is any relevant information you wish to provide that is not covered above, please attach any addition pages necessary.

Signature _____

Date _____