

June 2002

**QUEEN'S UNIVERSITY**  
**MEMORANDUM OF AGREEMENT**  
**YEARS OF EXPERIENCE GUIDELINES**

The following principles have been approved with respect to calculating years of experience for faculty, librarian and archivist members. Equivalent years of experience means equivalent to full-time, full service teaching, research, scholarly or creative activity, and service

**1. During Queen's University Appointment:**

- (a) Years of Academic Leave  
Years of academic leave should be counted on a one-for-one basis.
- (b) Maternity Leave  
Years of maternity leave should be counted on a one-for-one basis.
- (c) Parental Leave

(b) Level of Education

Calculation of years of experience prior to a regular academic appointment should be assessed on the degree of relevance of the work to an individual's academic responsibilities. The level of education held at the time of work experience, in

The only work that counts is work which falls within the duties performed by regular faculty members in the discipline, and which is not normally part of a university training program such as a teaching assistantship or teaching practicum. Otherwise all relevant work including university teaching while pursuing an advanced degree should be counted.

3. **Individual Faculty Guidelines for Non-University Experience Prior to Queen's University Appointment**

Individual Faculty Guidelines for the assessment of non-university experience prior to