

## GRID PLACEMENTS

### Guidance for Assessing Experience

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The purpose of this document is to provide guidance to those assessing candidate's experience when making grid step recommendations as part of the hiring processes for faculty with academic rank (Assistant Professor/Associate Professor/Professor - refer to article 13.1 in the collective agreement) and for Laboratory Instructors and Senior Lecturers (refer to article 13.2).

#### **1. Number of full-time years of relevant teaching experience.**

Consider years of full-time teaching experience at the post-secondary level, completed while appointed in a full-time capacity, towards steps on the grid.

If applicable, clarify with the candidate any relevant academic appointments and the length of those appointments. Describe these in the rationale section of the grid placement recommendation.

#### **2. Relevant contract instructor experience in years.**

12-3 credit courses or their demonstrable equivalent equates to 1 full year, or 1 grid step (number of courses taught as a contract instructor divided by 12). No credit for TA service.

This applies for faculty with academic rank and Senior Lecturers. It does not apply to Lab Instructors, where assessments of lab instructor experience will consider normal teaching loads [13-3 hour lab sections/year (624 SICH)].

If necessary, clarify the number and credit levels of contract courses taught, and outline those in the rationale section of the grid placement recommendation.

#### **3. Relevant Professional and Business Experience (including post-doctoral fellowships)**

*Note: This section does not apply to Lab Instructors and Senior Lecturers.*

Full-time years of relevant professional or business experience:

- In determining relevant business or professional experience, consider the candidate's experience as outlined in their CV.
- Follow-up with the candidate to clarify the nature of their experience as outlined in their CV.
- Assess the relevance of the experience to the required duties of the faculty appointment. Experience is normally assessed as relevant when it is directly related to the discipline in which the candidate will be completing their teaching and scholarship, is at a level of responsibility similar to that of a faculty member, and is

earned after having completed an appropriate academic credential.

- Full-time years of experience may be deemed partially relevant to the faculty appointment. Ratios of those years to steps on the grid (i.e., 2:1, 3:1) can be used to recognize the proportionality of the relevance to the faculty appointment. The candidate's credential level during the time the experience was accumulated should be considered. This needs to be described in the rationale section of the grid placement recommendation form.

Partial years of relevant business or professional experience can be combined

- After following the same guidance outlined above for full-time years of relevant business or professional experience, partial years may be combined for recognition as step(s) on the grid.

Other considerations:

- There is no rounding up of partial years towards a year on the grid.
- Full-time years of post-doctoral fellowship experience are normally counted towards grid steps.
- The total number of steps calculated cannot exceed the number of calendar years which the recognized experience was obtained.
- Teaching Assistant and Research Assistant experience completed as part of a Masters or doctoral degree workload (i.e., teaching assistantships) are not counted towards grid steps.

#### **4. Limits to initial grid placements:**

13.1.5.1 states: *"Initial placement for experience at the rank of Assistant Professor shall normally not be higher than Step 7 on the Assistant Professor grid."*

For grid placement recommendations of experience that are higher than Step 7 on the Assistant Professor grid, it is expected that the depth, breadth, and progression of candidate's experience would be assessed as exceptional, with supporting rationale provided for such a recommendation. Exceeding Step 7 is not a mechanism to address particular strategy objectives such as those addressed through market supplements.

The maximum normal grid placement for experience and credentials is Step 9 (13.1.5.1 and 13.1.5.3).

Note that the maximum initial placement for experience for Lab Instructors and Senior Lecturers shall be Step 4 (13.2.4.1 and 13.2.7.1).