



Champlain Regional College

Lennoxville ? St. Lambert ? St. Lawrence

**PROCEDURE
FOR THE
RECOGNITION OF EXPERIENCE
FOR FACULTY**

Human Resource Services
February 13, 2004

1. General

Provisions of Article 6-2.00 of the collective agreement govern the recognition of experience. In the event that a new collective agreement changes the provisions for the recognition of experience, this procedure will be revised effective on the date of the signing of the new collective agreement.

The collective agreement refers to three situations in which the recognition of experience is possible:

- Full-time teaching in a government-recognized institution
- Relevant professional or industrial experience
- Part-time or hourly-paid teaching (*chargé de cours*) in a government-recognized institution

A government recognized institution is one, which offers courses that the Ministry of Education recognizes as adding to the schooling of an individual. Most elementary and secondary schools, colleges and universities qualify as government recognized institutions. When in doubt, the College will base its decision on the recognition of experience on the ICARE system published by the Ministry of Education. ICARE contains the names of institutions and a list of the courses or programs that are not recognized. If the Ministry does not recognize a course or program, the courses or programs taught, if relevant to the instructor's discipline(s), will be recognized as professional experience.

2. Documentation

Teachers have thirty (30) days following the hiring to submit relevant documents. A curriculum vitae cannot be used for classification purposes. The College requires original attestation of employment presented on the organization or institution's letterhead. Attestations of employment submitted within the thirty (30) days will be deemed to have been submitted on the date of hiring. Documents submitted after the 30-day period will be kept on file and be evaluated at the time the employee is offered his or her next contract. In the event that an instructor can establish that the delay in

obtaining the documents has been caused by the institution, the College will treat the documents as if they had been submitted within the deadline.

Attestations of employment must be signed by the employers. The information provided must include:

The period of employment (beginning dates and ending dates)

The status of the person (part-time, full-time or hourly paid)

For part-time and hourly paid teaching, the workload in percentage or hours taught will help quantify the teaching experience.

In no case shall a professor accumulate more than one (1) year of work experience during a same contract year.

3. Teaching Experience

The collective agreement defines full-time teaching as having a contract, which has duration of twelve (12) months in the same reference year, in other words from the first to the last day of the calendar year. Any contract for less than a year is, by definition of the collective agreement, a part-time contract.

Teaching experience does not include volunteer work or work performed as a student in an internship (*stage*). Teaching performed by teaching assistants and tutors is recognized as professional experience.

Non-credit courses taught in a government-recognized institution are calculated as per article 6-2.01 d) of the collective agreement.

For the purpose of establishing experience, part-time teaching is converted to a fraction of full-time teaching expressed in days. One (1) year of teaching is equivalent to 164 teaching days at post-secondary level, 200 days at elementary/secondary level and 150 days at university level. For example,

50% part-time contract for one (1) year has a value of 82 days at cegep level, 100 days at elementary/secondary level and 75 days at university level.

For the purpose of establishing experience, the hours taught on an hourly basis are converted to days according to the following formula:

- 1 day at the elementary level = 4.4 hours
- 1 day at the high school level = 4.4 hours
- 1 day at the cegep level = 3.0 hours
- 1 day at the university level = 1.6 hour

4. Recognition of teaching experience

Full-time teachers on an annual contract are granted recognition for a year of teaching experience. Days in excess of 135 are not carried over in accordance with article 6-2.01 e), 2nd paragraph.

Part-time or hourly paid contracts are treated as follows:

- 1) Teachers who have taught a minimum of 135 days in that given year will be granted a full year of experience. Days in excess of 135 earned in that given year are not carried over.
- 2) Teachers who have taught fewer than 135 days in a given year will not be granted a full year of experience; however, those days will be carried over until such time as they are needed to complete a one (1) year of experience (i.e. 135 days).

Year	Teaching	Total	Carry-over
A	60 days	60 days	60 days
B	60 days	120 days	120 days
C	60 days	180 days	45 days*

*(180-135 = 45 days carried over)

In the first year only, ninety (90) days constitutes a full year of experience for full-time, part-time, or hourly paid teachers. The balance, if any, is carried forward in conformity with article 6-2.01 d).

5. Professional Experience

Professional experience must be relevant to the discipline taught. A year of full-time experience is based on twelve (12) months of work. However, a person who continuously works full-time for the same employer over a ten (10) month period in a given year will be granted one year of professional experience (article 6-2.01 b of the collective agreement).

Professional experience will be calculated in months. Distinct contracts are treated separately even if the work experience is accumulated with the same employer except if recognized as continuous work experience.

In the latter case, work experience will be calculated by subtracting the dates of the beginning and of the end of the employment contract. If no specific dates are given, the first day of the specified months will be used. However, professional experience in a school setting from September to June will equal 10 months and in accordance to article 6-2.01 b) will equal 1 year.

If the period of employment is given from date to date, the work experience shall be calculated by subtracting the dates of the beginning and of the end of employment (year - month -day) as per article 6-2.01 b), then multiplied by 52 weeks and divided by 12 months, if applicable. The fractional part of the total is multiplied by 365 days divided by 12 months in order to determine whether it can be considered as per the last table in article 6-2.01 b).

If the period is shown in days, hours or weeks, the following conversion table will be used:

8 hours	= 1 day
21 working days	= 1 month
3 weeks*	= 1 month
4 weeks	= 1 month
13 weeks	= 3 months
26 weeks	= 6 months
39 weeks	= 9 months

(* as a remainder only)

Any remaining days are converted to months according to the following table:

5 to 11 days	=	¼ month
12 to 18 days	=	½ month
19 to 24 days	=	¾ month
25 or more	=	1 month

The first ten (10) years of professional experience are recognized one for one. Additional years of professional experience are recognized at the rate of 50% (article 6-2.01 b of the collective agreement).

Paid employment as a Research Assistant is recognized as professional experience. Internships (*stages*) are not recognized if they are part of a program of studies, which has been recognized for schooling.

6. Process

The teacher shall submit to the College all pertinent documents relating to his or her teaching and professional experience not later than thirty (30) days after the date of hiring. The College will base its decision on the documents provided by the teacher.

The following procedure will be applied to the evaluation of experience:

- 1) The letters of attestation of teaching experience and letters of attestation of professional experience are sorted separately.
- 2) Teaching and professional experience are then assessed separately for each academic year at the relevant location with the proviso that only one (1) year of experience can be recognized in the same reference year or from the first day to the last day of the calendar year. In the case where one (1) year of teaching experience and one (1) year of professional experience are accumulated in the same reference year, the

new professional experience will be added to the former residual.

- 3) Professional experience is calculated by subtracting the dates of the beginning and of the end of employment (year -month - day) for all work experience accumulated prior to hiring at Champlain Regional College. However, if the work experience is combined (teaching and professional), the calculation basis will be the reference year to ensure that the professor does not accumulate more than one year of experience during the same contract year.

Fractions of teaching experience and professional experience occurring in the same year are recognized provided they do not exceed one (1) year of experience. Priority is given to teaching experience if work experience accumulated is both teaching and professional.
