

Calculation of Y Values

For Members of the teaching and research staff, Y represents the number of years of creditable service (s) in the rank of Lecturer or its equivalent or above in universities or equivalent institutions plus the sum of weighted years of other relevant experience (e), and 3 is added to Y for possessing the Ph.D. degree or its equivalent. The limit for e is 5 and s shall include the year in which the appointment is taken up.

The Evaluation of s

Equivalents of Universities

This is interpreted rather strictly: such an institution shall be degree-granting at least. Thus service teaching in community colleges, C.E.G.E.P.s and teaching students in hospitals to prepare them for diploma examinations is not treated as the equivalent of teaching in universities. Being a senior research scientist, with post-doctoral fellows to supervise, in institutions which are "commercial" rather than "educational", even though such institutions encourage and contribute to "basic research", is not considered the equivalent of working in a university. A very close, formal connection between such an institution and a university would be required to qualify it for equivalence to a university.

Equivalents of Lecturers

Taking full responsibility for teaching courses leading to a degree or diploma, setting examinations, grading them and reporting grades to be used for credit towards a degree or diploma and being a voting member of a faculty are the characteristics of being a Lecturer or above (no matter what one's title was). If the teaching responsibilities fall short of the criteria, it is counted under e ("Other Relevant Experience") rather than here under s. It is not always easy to resolve questions about "team-taught" classes. If it appears that teaching was part of one's duties as a graduate student, that is entirely disallowed. Analogously, someone who set up a new laboratory in a university, staffed it, planned and carried out research in it, and applied for grants to fund it, is considered to be the equivalent of a Lecturer or above.

Overlaps in s and Ph.D. Study

In some cases a Member may have held the post of Lecturer or equivalent or above while studying for the Ph.D. degree. The question that then arises is whether years of creditable service(s) should be granted for those same years which represent work for the Ph.D. (which will eventually result in 3 being added to Y). The following rules hold in such cases. Two or three years is taken to be the normal period of full-time study for the Ph.D. degree. When two or three years of full-time study for the Ph.D. has not been done, scholarly works during the overlapping years should be evaluated, and s will be reduced for one or two of them if the work beyond that done for the Ph.D. is insufficiently creditable.

The Evaluation of e

Relevance Weight 0

Some experience is discounted (given weight 0) as too remote from current duties. Examples are "being a native speaker" in a language professor, working in army intelligence in a social sciences professor and a variety of other (but not all) duties in the armed forces. Some claimed experience is voluntary (unpaid) work and little or no credit weight is given for that.

Low Relevance Weights

Some experience is weighted $1/3$ or $1/4$. Examples are education testing in the navy, being a teacher in an Army Education Corps, being a bibliographic assistant (all in humanities professors), practising one's profession but just after the first degree was achieved (from Members in the social sciences and in pre-clinical medicine). The criteria for low weight are junior status, limited previous experience or training, and/or some degree of remoteness from the Member's present duties.

Relevance Weight $1/2$

A weight of $1/2$ is used for staff nursing (by nursing professors), for school teaching (but not in one's present discipline), for university teaching below the rank of Lecturer and for practising one's profession (but without advanced qualifications, where these are appropriate, or in related but not closely-related fields). The general criteria here are the same as for $1/3$ but a weight of $1/2$ is given for more seniority and responsibility, and a closer relationship to present duties in the occupations experienced. Examples of professional experience weighted $1/2$ are acting (in a theatre professor), independent research, editor of scholarly works (in humanities professors), chemist, pharmacist (in Biochemists), clinical fellow, and the director of clinical unit (in medical professors). It should be noted that regular, classroom school teaching is placed here, but higher weight is given to such general experience for those applicants who now are involved in training teachers.

High Relevance Weights

Being a community health nurse or assistant head nurse (in nursing professors) is weighted $2/3$, as is school teaching one's present subject, general school teaching (if one's present duties include training teachers) and social work (if one now trains social workers).

Weight $3/4$ is used for experience as a head nurse, nursing supervisor (in nursing professors), head teacher (in people who now train teachers), research associate at a fairly responsible level in one's present field but outside universities (usually such work is done after receiving the Ph.D. degree, where that is appropriate).

Relevance Weight 1

Unit weight is given to post-doctoral fellowships in universities, to directors of nursing (in nursing professors) and to teaching one's present subject in diploma schools. In many disciplines, especially in the sciences, experience as a post-doctoral fellow in a university for a year or two has become an almost

essential condition for a subsequent appointment as a full-time faculty member. Such experience is very close to that of faculty members, often involving a good deal of independence and effective supervision of students (especially at the graduate level). If reduced weight were given to such experience under e, those requiring such experience for subsequent faculty appointment might be unfairly treated when compared to those whose disciplines do not require it.

The Ph.D. and its Equivalents

Doctorates in Education possessed by Members are accepted as equivalent to the Ph.D. Credit is not given for the Ph.D. degree unless all the work is completed, fully evaluated and accepted for the award of the degree. Professional experience or training is not equivalent to the Ph.D. Master of laws degrees and Agregation des Lettres are not accepted as equivalent to the Ph.D. Some people have the equivalent of two Ph.D. degrees. Multiple degrees justify no more than a total of 3 units, to be added to Y. In some cases, Members had been given leave of absence from university appointments to study for their doctorates. Such leaves of absence are subtracted from the years of university service(s).

Combining the Elements

The elements of Y are s (years of creditable service in the rank of Lecturer or equivalent or above in universities or equivalent institutions), e (the weighted sum of years of other relevant experience) and Ph.D. or its equivalent (which is counted as 3). Y is the sum of these, i. e.

$$Y = s + e + \text{Ph.D.}$$

For example, a professor of geography with an Ed.D. degree who spent 3 years as a Lecturer at York University, 2 years as a post-doctoral fellow at U.B.C., 4 years as a postal worker and 1 year as a primary school teacher should be allocated

$$\begin{aligned} Y &= s + e + \text{Ph.D.} \\ &= 3 + (2 \times 1 + 4 \times 0 + 1 \times 1/2) + 3 = 9 \end{aligned}$$

Note that values of a half or more in the sum are rounded up (e.g. 8.5 goes up to 9). It should also be noted that the maximum allowed for e is 5.

Teaching Staff in the School of Dental Hygiene

In determining Y values for new Members the Dean, based on advice received through the normal appointment procedures given in Article 14, and using the Guidelines for Rank, Promotion and Tenure approved for the School of Dental Hygiene by the Faculty of Dentistry,

shall reconstruct in the individual's career the point at which he or she would have achieved the standards necessary for appointment as a Lecturer and consider that that individual would have been appointed in the next academic year as a Lecturer with a Y value of 1. The minimum standards necessary for appointment as a Lecturer are either:

- (a) a Diploma in Dental Hygiene (or equivalent) and three years of professional practice in Dental Hygiene; or
- (b) a Bachelor's degree in a field relevant to Dental Hygiene and a Diploma in Dental Hygiene (or equivalent); or
- (c) a Bachelor's degree in Dental Hygiene (or equivalent) and one year of professional practice in Dental Hygiene.

If the individual qualifies in more than one of these categories, then the most advantageous would be used.

Similarly, if an individual has achieved the qualifications and experience necessary for appointment as an Assistant Professor, a reconstruction would be made which would identify the year in which he or she would have been appointed to the rank of Assistant Professor at Dalhousie University and assume that in the academic year next following he or she would have been given the Y value of 4 on the Assistant Professor scale.

Other relevant experience gained after the minimum standards as noted above have been achieved shall be evaluated in the same manner as for Members of the teaching and research staff as indicated above in this Appendix III and this shall include work experience gained in the professional practice of Dental Hygiene. The maximum allowed for such relevant experience shall be five (5).

Instructor Members

Creditable years of experience for instructor Members shall include the following:

- (a) the academic year in which the appointment at Dalhousie University is taken up; and
- (b) years of experience as an Instructor or similar position at Dalhousie University or other similar institution; for this purpose full-time employment for a period of eight (8) months, or more, in any twelve (12) month period shall be counted as one year; less than full-time shall be prorated according to the fraction of full-time duties the person worked; and
- (c) years of employment experience elsewhere that is related and relevant to the functions of his or her specific position. The maximum to be allowed under this Sub-Clause (c) shall be five years;
- (d) the Dean and the Department shall consider and include as experience one year for a Master's degree or equivalent, one year for a Bachelor of Education degree or equivalent,

or three years for a Doctorate degree or equivalent if such a degree or equivalent is in a related discipline;

- (e) creditable years shall not include any experience acquired while a full-time student engaged as a teaching or research assistant if credit is given for a graduate degree in (d).

Y Values for Professional Counsellors

In the case of professional counsellors, s shall be the years of creditable service as a professional counsellor, clinical psychologist or equivalent, including a year spent as an interne, and e shall be the weighted years of other relevant experience. The limit for e shall be 5 and the highest weights shall be given to work as a teacher and for work as in research at universities. Two units shall be added to s for professional counsellors on the M.A. scale who meet one or more of the following criteria:

- (a) they are registered with the Nova Scotia Association of Social Workers, or
- (b) they are certified by the Canadian Guidance and Counselling Association, or
- (c) they are registered with the Nova Scotia Association of Professional Counsellors.

Two units shall be added to s for professional counsellors who are registered by the Nova Scotia Board of Examiners in Psychology. For professional counsellors as for Members of the teaching and research staff, three units are given for possessing the Ph.D. degree or its equivalent and:

$$Y = s + e + \text{Ph.D.}$$

Y Values for Professional Librarians

In the case of professional librarians, s shall be the years of creditable service as a professional librarian. A professional librarian is a person who has a graduate degree in library service or library science or the equivalent of that.

Other relevant experience for professional librarians shall include professional experience in other disciplines, which shall be weighted 1/2; non-professional experience in other disciplines, which shall be weighted 1/4; and non-professional experience as a library assistant or equivalent in a university library or equivalent, which shall be weighted 1/2.

Professional experience refers to that obtained after achieving the appropriate professional qualification. The limit for e, as other relevant experience, shall be 5.

Those involved in the process of setting Y values for professional librarians, whether for appointment under Clause 14.11 or otherwise, shall include credit for degrees possessed as follows. **For a Master's degree 1**; for the LL.B. degree or its equivalent 1; for the B.Ed. degree or its equivalent 1; and for the Ph.D. degree or its equivalent 3. Multiple degrees justify no more than a total of 3 units to be added to Y.

The above elements shall be combined in the same manner as specified above for the teaching and research staff, i.e.

$$Y = s + e + d$$

where d is the credit for degrees.

Y Values for Continuing Education Members at the College of Continuing Education

In the case of Continuing Education Members, s shall also include:

- (a) the years of creditable service as a Continuing Education Member at Dalhousie, and
- (b) the years of creditable service the Continuing Education Member was employed in continuing education and public affairs programmes, either in a college or university or in an institution associated with a college or university.

Other relevant experience (e) for Continuing Education Members shall be weighted years of other relevant experience. The maximum for e shall be 5.

Those involved in the process of setting Y values for Continuing Education Members, whether for appointment or otherwise, shall include credit for the Ph.D. degree or its equivalent in the same manner as for Members other than instructors, professional counsellors and professional librarians. The maximum for Ph.D. shall be 3.

The elements of Y value for Continuing Education Members shall be as specified above but shall be combined in the same manner for the teaching and research staff, so that:

$$Y = s + e + \text{Ph.D.}$$

Calculation of Continuing Y Value

After initial appointment to Dalhousie University, a Member's Y value shall be increased as follows:

- (i) Each year of creditable service thereafter at Dalhousie University or each year of relevant experience thereafter shall increase the Y value by one, unless the C.D.I. is withheld in accordance with Clauses 31.08, 31.12, 31.25 or 31.29, in which case the Y value shall not increase for that year, as the result of creditable service.
- (ii) In case the Member achieves enhanced qualifications, the Member's Y value shall be increased in accordance with the provisions of this Appendix subject to (iii) below.
- (iii) Where a Member is given leave to pursue enhanced qualifications, at the option of the Member, either the year or years of leave shall be counted as years of creditable service, and Y increased as in (i), or Y shall be increased as in (ii), but not both.