



Baylor University



Hiring Guidelines for Education & Experience Equivalencies Effective September 1, 2020

Introduction

Baylor University (the “University”) believes that hiring qualified individuals to fill positions contributes to the overall success of the University in achieving its mission. The University uses education and experience equivalencies in determining if a potential applicant meets the minimum education requirements defined in the position profile and job posting. While an individual may meet the minimum requirements, the hiring manager may prefer additional education, experience, etc. and in many cases the most qualified and successful applicants have education and experience above and beyond the minimum requirements.

Rationale for Guideline

To ensure consistency in the process of evaluating minimum qualifications in recruitment and employment.

Individuals/Entities Affected by Guideline

Staff Employees

Exclusions

Faculty Members and Student Employees

Related Documents and Forms

University Policies and Documents

[002 – General Employment Policies](#)

[120 – Staff Recruitment and Employment](#)

Definitions

These definitions apply to terms as they are used in this guideline.

Staff Employees	Full-time, part-time, and temporary non-faculty employees
Minimum qualifications	The basic work experience, education, training and/or licenses necessary to be considered for a job. It is an indication of what is minimally required to be successful in a job.
Equivalency	Allows a job seeker to submit various combinations of education and full time experience to satisfy the qualifications of the job.
Significant position related experience	Working in a role where the essential job functions are primarily the same as the job in which one is being considered.

Responsibilities

Candidate	The candidate is responsible for providing information and documentation relevant to their experience, education, training and/or licenses that indicate their qualifications for the position.
Human Resources (HR)	Human Resources is responsible for ensuring that the education and experience equivalencies are applied consistently in accordance with the hiring guideline and for providing education to hiring managers during the search process.
Hiring Manager	The hiring manager is responsible for confirming a candidate meets the minimum qualifications of a position through the various phases of the selection process.

Principles

An equivalency provides an opportunity to evaluate a candidate holistically to determine their qualifications for a position. An equivalency allows a candidate to substitute proven experience in place of an educational requirement. When the applicant applies with an equivalency, the equivalency must equal the number of the years required in the minimum qualifications. College credit hours are used for the purpose of determining an equivalent to work experience. When a degree is required, candidates may still be required to verify degree obtainment.

The Table of Degree Equivalents provides the standard education and experience equivalencies used to evaluate an applicant's qualifications.

Table of Degree Equivalents		
College Credit Hours	Degree Equivalent	Work Experience
30 hours	None	1 year
60 hours	Associate	2 years

90 hours	None	3 years
120 hours	Bachelor	4 years
	Master	6 years
	Jurist Doctorate (JD)	No equivalency granted
	Doctoral Degree	No equivalency granted

Example 1: If a candidate with a high school diploma applies for a position requiring a bachelor's degree plus 3 years of experience in a particular function, the candidate would need 7 years of significant position related experience to meet the equivalency of the minimum qualifications.

Example 2: A candidate with 60 college credit hours and no work experience applies for a position requiring a high school diploma and a minimum of two years of experience. The candidate would meet the equivalency of the minimum requirements of the job by substituting 30 college credit hours for each year of experience required.

Note: There is no education or work experience equivalency for required certifications and/or licensures.

Procedures

1. Minimum qualifications are established and documented for the position.
2. The equivalent combination of education and experience are determined within the minimum qualifications.
3. Human Resources conducts an initial screening of candidates to determine if candidates meet the minimum qualifications of the position or its equivalencies.
4. When a candidate does not initially meet the minimum requirements for a position, Human Resources evaluates the candidate's combination of education and experience, as submitted in the application, to determine if they meet the equivalency.
5. Human Resources will forward qualified candidates to the hiring manager.
6. Candidates that do not meet the minimum qualifications for the position are screened out of the hiring process.
7. Hiring managers will verify level of candidate experience through the interview process to assess candidate experience as a viable substitute for required education.