

Equivalencies

The University of Kentucky uses equivalencies in determining if a potential applicant meets the minimum education and experience factors resulting from the job analysis process. For example, if a position is listed on the Job Opportunities Bulletin requiring a bachelor degree plus 2 years of experience, the following applicants could potentially meet the minimum education and experience requirements of the position:

- Masters degree and no experience in the field
- Bachelor's degree and 2 years experience in the same field.
- Associates degree and 4 years experience in the same field.
- 6 years of experience in the same field

Even though an individual may meet the minimum requirements, the hiring official can require additional education, experience, etc. and in many cases the most qualified applicants and successful applicants have education and experience above and beyond the minimum requirements.

In evaluating equivalencies, the following general guidelines apply:

Education

Degrees:

Must have met all requirements for completion of the degree program.

Doctoral degree = Master degree + 3 years

ABD (all but dissertation) = Masters degree + 2 years

JD (Jurist Doctorate) = Masters degree + 1 year

Masters degree = Bachelors degree + 2 years of experience in the same field

Bachelors degree = associates degree + 2 years of experience in the same field

Associates degree = 2 years of experience in the same field

Vocational/Technical/Trade Schools 12 months = 1 year

Credit hours:

Undergraduate:

30 hours = 1 year of experience

60 hours = 2 years of experience

90 hours = 3 years of experience

Graduate:

Completion of required hours (usually 15 or 18 hours) = 1 year of experience

Experience:

Full-time:

All experience must be in the same field to be counted

Paid experience is only counted (no volunteer work)

Internships are not counted if education credit is earned

Part-time:

35+ hours worked per week - Full credit

28-34 hours worked per week - 75% credit

18-27 hours worked per week - 50% credit

9-17 hours worked per week - 25% credit

<9 hours worked per week - No credit given