



# Guidelines for Equivalencies

UTEP – HRS: Updated 2024

Applications/Resumes will be screened based on the applicants' relevant job experience, education, and skills directly related to the job description for the specific position. Preferred qualifications should be considered but may **NOT** be substituted for the required qualifications.

This guideline is used when a job posting requires a degree or equivalent. If a job posting requires a particular degree and does not specify “**or equivalent**”, then this guideline does not apply.

Paid Internships and part-time employment may be counted as part of candidates experience when reviewing applications. Volunteer positions will not contribute to an applicants' overall prior experience, as these roles often lack the formal structure and accountability typically associated with paid roles and may not provide reliable evidence of an applicants' skills. Exceptions apply if Human Resources has approved relevant volunteer experience to substitute for formal experience. This must be indicated in an approved job description.

REQUIRED	EQUIVALENCIES
Doctoral Degree	Doctoral Degree in a relevant field OR all but dissertation (ABD) with the expectation that the degree will be completed by the start date.
Master's Degree	Master's Degree in a relevant field.  Bachelor's Degree + 2 years' relevant work experience.  Associate's Degree/Technical Degree + 4 years' relevant work experience.
Bachelor's Degree	Bachelor's Degree in a relevant field.  Associate's Degree/Technical Degree + 2 years' relevant work experience.  HS Diploma/GED + 4 years' relevant work experience.  5 years' relevant work experience (without a HS Diploma/GED).
Associate's Degree/Technical Degree	Associate's Degree/Technical Degree in a relevant field.  HS Diploma/GED + 2 years' relevant work experience.  3 years' relevant work experience (without a HS Diploma/GED).
Highschool Diploma / GED	HS Diploma/GED.  1 year relevant work experience (without a HS Diploma/GED).



The verbiage “**or equivalent combination of education and experience**” may be used to consider applicants who may have more experience than required for the position in lieu of required education and vice versa (on a one-to-one ratio). Postings specifying degree fields of study may utilize this verbiage if the degree obtained is relevant to the qualifications listed in the job posting. Hiring officials not listing this verbiage may not consider candidates that are lacking the education or experience specified in the requirements of the job posting. Any questions regarding how to utilize should be directed to [employment@utep.edu](mailto:employment@utep.edu).

## Examples

A job posting requires a Bachelor's Degree and two years' of experience related to the statement of duties and responsibilities; **or equivalent combination of education and experience**.

- Doctoral Degree: Applicants qualify.
- Master's Degree: Applicants qualify.
- Bachelor's Degree: Applicants demonstrating 2 years' of relevant experience qualify.
- Associate's Degree: Applicants demonstrating 4 years' of relevant experience qualify.
- HS Diploma/GED: Applicants demonstrating 6 years' of relevant experience qualify.
- No Formal Degree Listed: Applicants demonstrating 7 years' of relevant experience qualify.

A job posting requires a Bachelor's Degree in Education, Business Administration, Communication, or related field of study and 3 years' of experience related to the statement of duties and responsibilities; **or equivalent combination of education and experience**.

- Doctoral Degree in Strategic Communication: Applicants Qualify.
- Master's Degree in Public Relations: Applicants demonstrating one year of relevant experience qualify.
- Bachelor's Degree in Marketing: Applicants demonstrating 3 years' of relevant experience qualify.
- Associate's Degree in Early Childhood Education: Applicants demonstrating 5 years' of relevant experience qualify.
- HS Degree/GED: Applicants demonstrating 7 years' of relevant experience qualify.
- No Formal Degree Listed: Applicants demonstrating 8 years' of relevant experience qualify.

A job posting requires a Bachelor's Degree in Civil Engineering or related field and 5 years' of experience related to the statement of duties and responsibilities. (*or equivalent combination of education and experience is **NOT** included in the posting.*)

- Bachelor's, Master's, or Doctoral Degree in Civil Engineering or related field: Only applicants demonstrating 5 or more years' of relevant experience qualify.
- Associate's degree in Architecture: Applicants do not qualify regardless of demonstrated experience.
- HS Degree/GED: Applicants do not qualify regardless of demonstrated experience.
- No Formal Degree Listed: Applicants do not qualify regardless of demonstrated experience.



## Addendum for Information Technology Certifications

This addendum should be used when a job posting, related to an Information Technology position, requires a degree or equivalent experience. Many IT professionals possess related technical certifications which should be considered when determining whether or not the candidate meets the minimum requirements for the position. For this addendum to be applicable, the job posting must state "...and related technical or professional certifications" or similar text.

CERTIFICATION	EQUIVALENCIES
Microsoft Certified Professional (MCP)	None
Microsoft Certified Systems Administrator (MCSA)	1 year experience
Microsoft Certified Systems Engineer (MCSE)	2 years' experience
Microsoft Certified Solutions Developer (MCSD)	2 years' experience
Microsoft Certified Application Developer (MCAD)	1 year experience
Microsoft Certified Database Administrator (MCDBA)	2 years' experience
Cisco Certified Network Associate (CCNA)	2 years' experience
Cisco Certified Network Professional (CCNP)	4 years' experience
Cisco Certified Internet Expert (CCIE)	Bachelor's degree and 2 years' experience, or 6 years' experience.
A+ Certification	6 Months experience

## Examples

**Doctoral Degree:** Job posting requires a Doctoral Degree in History or related field and 5 years' teaching experience. Applicants would need one of the following to qualify for the position:

- a) PhD in History and 5 years teaching experience.
- b) PhD in related field and 5 years teaching experience.

**Master's Degree:** Job posting requires a Master's Degree in Business Administration, Accounting, related field or equivalent and 3 years' accounting experience. Applicants would need one of the following to qualify for the position:

- a) Master's Degree in Business or related field and 3 years' accounting experience.
- b) Bachelor's Degree in Business or related field and 5 years' accounting experience.
- c) Associate's Degree in Business or related field and 7 years' accounting experience.

**Bachelor's Degree:** Job posting requires a Bachelor's Degree in Journalism, Communications, English, related field or equivalent and 5 years' experience as a professional writer and editor. Applicants would need one of the following to qualify for the position:

- a) Master's Degree in Journalism or related field and 3 years' experience as a professional writer and editor.
- b) Bachelor's Degree in Journalism or related field and 5 years' experience as a professional writer and editor.
- c) Associate's Degree in Journalism or related field and 7 years' experience as a professional writer and editor.



- d) HS Diploma/GED and 8 years' experience as a professional writer and editor.
- e) 9 years' experience as a professional writer and editor.

**Associates Degree:** Job posting requires an Associate's Degree/Technical Degree or equivalent and 3 years' experience with electronics. Applicants would need one of the following to qualify for the position:

- a) Master's Degree.
- b) Bachelor's Degree and 1 year work related experience with electronics.
- c) Associate's Degree/Technical Degree and 3 years' work experience with electronics.
- d) HS Diploma/GED and 5 years' work experience with electronics.
- e) 6 years' work experience with electronics.

**Education vs Experience:** Job posting requires HS Diploma/GED or equivalent and 4 years office experience. Applicants would need one of the following to qualify for the position:

- a) Master's Degree.
- b) Bachelor's Degree.
- c) Associate's/Technical Degree and 2 years office experience.
- d) HS Diploma/GED and 4 years office experience.
- e) 5 years' office experience.