



APPLICATION TO INSTITUTE PLACEMENT COMMITTEE FOR ADVANCEMENT

In filling out this form, please review Articles 11.3, 11.5 and 11.7 of the Collective Agreement between BCIT and the FSA as they relate to your application. Specify the article number under which you are basing your request for advancement.

Name	Application Date
Phone	Position Classification <input type="radio"/> Faculty <input type="radio"/> Assistant Instructor <input type="radio"/> Technical Staff
Position Title	Program/Department/School
Direct Manager's Name	Phone
Applying under Collective Agreement Article Numbers (please specify sub-article, e.g. Article 11.3.3) <input type="radio"/> Article 11.3____ <input type="radio"/> Article 11.5____ <input type="radio"/> Article 11.7____	
Please indicate appropriate category: <input type="radio"/> Achievement which brings recognition to the institute: _____ <input type="radio"/> Educational achievement: _____ <input type="radio"/> Professional achievement: _____ <input type="radio"/> Other (specify): _____	
Please specify how and/or provide details on what experience and achievements (educational, professional or other) you feel warrant a step advancement on the salary scale. Supporting documentation for this application may include: letters of support from Program Head/Associate Dean/Dean; letters of support from external sources detailing the scope of your achievement; advice from Human Resources; copies or references to articles, books, publications; copies of certificates, diplomas, degrees, etc.	

Please attach all relevant correspondence. Attach this completed application form with your submission. Submit this application to:

The Office of the Vice President Education
c/o Assistant, Vice President's Office (604.432.8730)