

TEACHING FACULTY PLACEMENT FORM (FSA)

NAME: _____

COMPETITION #: _____

SIN: _____

This form is to be completed by the Department Selection Committee and forwarded to the Dean or equivalent with final approval by the Human Resources Department. **The following criteria and only these criteria subject to Article 11.2.3 shall determine the number of steps beyond STEP 1 at which any Employee shall be initially placed.**

{PRIVATE }	CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
A.	At step 2 for a degree at the Bachelor level;		
B.	At step 3 for a Masters Degree;		
C.	At step 4 for a Ph.D Degree;		
STEP: (Min. Step 1) (Max. Step 4)			
ADD:			
D.	One (1) additional step for a second Bachelor, Masters or Ph.D Degree (not to exceed four steps in total for post-secondary degrees);		
E.	One (1) additional step where a Diploma of Technology or A.R.T. is required to obtain the position AND: 1. the Diploma did NOT form part of the academic credit of a degree previously credited for a step; 2. the A.R.T. is held in addition to a R.T.		
F.	One (1) additional step for relevant professional certification such as P. Eng., CA, CGA, RIA/CMA, CAMRT, CSLT, RT, RN, RPF, PAG, CET, ASCT, CIQS (Article 11.2.2.6)		
G.	One (1) additional step for each year of post secondary teaching experience to a maximum of three (3) steps (Art. 11.2.2.7) 1 year = 585 teaching hours		
H.	One (1) additional step for each two (2) years of teaching experience other than post-secondary, to a maximum of two (2) steps (Art. 11.2.2.8)		
I.	One (1) additional step for each two (2) years of relevant employment experience to a maximum of five (5) steps (Article 11.2.2.9)		
INITIAL PLACEMENT:		\$ Per salary scale	STEP

Approved by: _____ Date: _____
Dean/Associate Dean/Manager

An initial appointment cannot be processed until this form is returned to Human Resources with the candidate's resume and supporting documentation. Certified copies of degree(s), diploma(s) and/or professional certificate(s) must be attached.