

EFFECTIVE JUNE 2020

Schedule 4

BCGEU INSTRUCTOR INITIAL PLACEMENT CRITERIA (CISA)

Employee Name: _____

Date: _____

Department: _____

Program: _____

This form is to be completed and forwarded to the Dean or equivalent with final approval by the Human Resources Department.

STANDARD QUALIFICATIONS:	
CRITERIA	EXPERIENCE/QUALIFICATIONS
A. One (1) step for a BCIT Diploma, or equivalent	
B. One (1) additional step for every two (2) relevant industry certifications to a maximum of three (3) steps;	
C. One (1) additional step for a degree at the Bachelor level;	
D. One (1) additional step for a Masters Degree;	
E. One (1) additional step for a Ph .D Degree;	
F. One (1) additional step for Provincial Instructor Diploma, or equivalent;	

BASIC PLACEMENT ON SALARY SCALE: (Min. Step 2)
(Max. Step 5)

ADD:		
CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
G. One (1) additional step for each year of post-secondary teaching experience to a maximum of two (2) steps;		
H. One (1) additional step for every two (2) years of teaching experience, other than post-secondary, to a maximum of two (2) steps;		
I. One (1) additional step for every five (5) years of relevant industry experience to a maximum of three (3) steps.		

INITIAL PLACEMENT:	Per salary scale	STEP
	\$	(Max. Step 9)

Approved by: _____
Dean/Associate Dean/Manager

Date: _____

NOTE: Experience or education used to fulfill criteria under one category, cannot be used to fulfill another category.

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) and/or professional certificates(s) must be attached