

## INSTRUCTOR PLACEMENT FORM (Power Engineering)

Name: \_\_\_\_\_

SIN: \_\_\_\_\_

Completion: \_\_\_\_\_

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

CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
<p>A. 1 step for a 4<sup>th</sup> Class Power Engineering Certificate plus one additional step for a 3<sup>rd</sup> Class, one additional step for a 2<sup>nd</sup> Class and an additional two (2) steps for a 1<sup>st</sup> Class Power Engineering Certificate to a maximum of 5 steps;</p> <p>B. A step for a degree at the Bachelor level;</p> <p>C. A step for a Masters Degree;</p> <p>D. A step for a Ph.D Degree;</p>		
<b>STEP:</b> (Min. Step 2) (Max. Step 5)		
<b>ADD:</b>		
<p>E. One (1) additional step for each year of post secondary teaching experience to a maximum of 2 steps ;</p>		
<p>F. One (1) additional step for each two (2) years of teaching experience other than post-secondary, to a maximum of two (2) steps;</p>		
<p>G. One (1) additional step for each five (5) years of relevant employment experience to a maximum of three (3) steps;</p>		
<p><b>INITIAL PLACEMENT:</b>  (Max. Step 9)</p>	<p>Per salary scale \$</p>	<p>STEP</p>

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

*Rev. January 30, 2004*