



TEACHING FACULTY PLACEMENT (FSA)

Human Resources

3700 Willingdon Avenue
 Burnaby, BC V5G 3H2
 T 604.432.8384

Name	Competition No.	SIN
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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.

	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	Article 11.2.2.6 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.		
G	Article 11.2.2.7 One (1) additional step for each year of post secondary teaching experience to a maximum of three (3) steps. 1 year = 585 teaching hours		
H	Article 11.2.2.8 One (1) additional step for each two (2) years of teaching experience other than post-secondary, to a maximum of two (2) steps		
I	Article 11.2.2.9 One (1) additional step for each two (2) years of relevant employment experience to a maximum of five (5) steps		
		Per salary scale	Step
INITIAL PLACEMENT			

Approved By (Dean/Associate Dean/Manager)	Date
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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.