



# 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 Faculty    Assistant Instructor    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) Article 11.3    ___    Article 11.5    ___    Article 11.7    ___	
Please indicate appropriate category: Achievement which brings recognition to the institute: _____ Educational achievement: _____ Professional achievement: _____ 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:  
Human Resources

T 604.432.8384