EFFECTIVE JUNE 2026

TEACHING FACULTY PLACEMENT (FSA)

Human Resources
3700 Willingdon Avenue
Burnaby, BC V5G 3H2
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Name	Competition No.	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.

	CRITERIA	EXPERIENCE/QUALIFICATIONS	STEP
A	At step **2** for a degree at the Bachelor level, **or a BCIT Diploma in a directly related field of study;**		
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/**BCIT Diploma**, 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. *NOTE (Article 11.2.6): An employee who disagrees with the placement made on the salary scale may appeal the initial placement on the salary scale to the Initial Placement Committee within six (6) months of the date of employment.		

Approved By (Dean/Associate Dean/Manager)

Date

INITIAL PLACEMENT Per salary scale Step

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.

HR-60 (2012.11)

Records classification 0860-10.