_____

Name of Faculty Hire

STEP PLACEMENT

Documentation Worksheet

This form must be attached to each "Request for Resolution" form requesting the hire of a new faculty employee.

Number of steps based upon adjunct employment _____
(one step for every 30 credits) (indicate # of credits taught at Suffolk plus half the number of credits taught at another College _____)

Number of steps based upon prior full-time employment in a capacity equivalent to this position at another college _____
(indicate actual years of such employment and the name of the college_____)

Number of steps based upon prior full-time employment in a capacity equivalent to this position at a secondary school, calculated on a two-for-one basis _____
(indicate actual years of such employment and the name of the school_____)

Number of steps based upon prior full-time employment in a capacity related to this position calculated on a two-for-one, three-for-one, or other basis _____
(indicate actual years of such employment and the name of the employer_____)

Total Number of Steps _____

Step Placement _____
Salary Rate _____

Recommended by immediate supervisor _____

Recommended by Executive Dean _____

Approved by Vice President _____

Reviewed by Payroll Supervisor _____

1/24/00