

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 Campus Dean _____

Approved by Associate Vice President _____

Approved by Vice President _____

Reviewed by Payroll Supervisor _____