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 # o taught at Suffolk plus half the number of cre taught at another College	f credits edits
Number of steps based upon prior full-time employ capacity equivalent to this position at another collec (indicate actual years of such employment name of the college	ege and the
Number of steps based upon prior full-time employ capacity equivalent to this position at a secondary calculated on a two-for-one basis (indicate actual years of such employment name of the school	school, and the
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	