

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 \_\_\_\_\_