



<b>Subject</b>	<b>EVALUATION OF NEW QUALIFICATION (Faculty and Vocational)</b>		
<b>Procedure Section</b>	<b>3 Salary Administration</b>		
<b>No.</b>	3.02		
<b>Exempt Employment Policy References</b>	Not Applicable		
<b>Collective Agreement References</b>	Faculty	38.5	Evaluation of New Qualification
	Vocational	16.3	Evaluation of New Qualifications
<b>Forms &amp; Other Reference Material</b>	Not Applicable		
<b>Status of Approval</b>	Approved	10-Nov-16	Denise Fallis

**PREAMBLE:**

Where an existing Faculty member or Vocational Instructor improves his/her qualifications while employed by OC, the employee may apply to the OC President or designate to have his/her qualifications evaluated and to have his/her place on the salary scale reviewed.

An improvement in qualifications generally means progression from a Bachelor’s Degree or professional qualification, to a Master’s Degree or Doctoral Degree from an institution acceptable to the College. Consideration will be given to applications from Vocational Instructors who acquire additional Interprovincial Trades qualifications (“Red Seal”) in an area that relates to the employee’s current department.

In order to ensure a standard process for review and recognition of improved qualifications, the following procedure is adopted.

**PROCEDURE:**

1. The employee seeking an evaluation of his/her new qualification and a review of his/her placement on the salary scale submits an application to the College President through an email to the employee’s Human Resources Advisor. The application must specify the employee’s request to have his or her qualifications evaluated and to have his or her placement on the salary scale reviewed, as provided for in the relevant collective agreement. The employee must provide satisfactory evidence that all requirements for the new credential are complete. Satisfactory evidence of completion includes the original credential, the original transcript identifying completion of the credential, or an original letter from the educational institution indicating that all requirements are complete.
2. Human Resources will forward the employee’s request to the employee’s Dean or Director to obtain approval that the improvement in qualifications is from an accredited institution and, in the case of a Vocational Instructor, that the qualification relates to work within the employee’s current department.
3. Once the Dean or Director’s approval is received, Human Resources will forward the request to the President (or designate) confirming that the improved credential has been received and validated, that the improved qualification relates to work within the employee’s current department, if applicable, verifying the employee’s eligibility for a review of step placement, identifying the employee’s current step placement and providing Human Resources’ recommendations for step placement including eligibility date.
4. The President (or designate) will communicate his decision on the outcome of the application to the employee with a copy to Human Resources.

5. Once in receipt of the President's approval, Human Resources shall process the necessary adjustment to the employee's salary. The effective date for any approved step increase shall be the date of the employee's application to Human Resources or the date all requirements were met, whichever comes later.
6. Human Resources will certify a true copy of the qualification, place it on the employee's personnel file together with copies of the application and the President's approval, and enter the new qualification in Banner.