

Category: Personnel

Division: HUMAN RESOURCES

Policy Title: FACULTY SALARY ADVANCEMENT

Policy Statement: Professional Employees requesting salary advancement due to approved credit or professional development in the subject or related field must submit application to the Human Resources Office. See current Negotiated Agreement for advancement criteria.

Procedures: Faculty members anticipating advancement must file application with the Human Resources Office by May 1. Documentation includes the Application for Salary Schedule Advancement form along with official paper transcripts noting credit hour/degree completion or pre-approved non-credit workshop/seminar form with schedule of events indicating sessions/classes attended and competition certificate, if available. Failure to file application along with appropriate documentation by the above date will disqualify the professional employee from salary advancement for the subsequent academic year.

To qualify for salary advancement, coursework/degree must be completed and official documentation submitted prior to May 1. Course work or non-credit professional development earned prior to employment cannot be claimed.

Contacts: Director of Human Resources

Approved Date: 3/1/2017

Policy History: [11/15/2013](#); [8/1/2016](#); [10/1/2016](#)

Keywords: advancement, salary

Related Form: 2016 Salary Advancement – Faculty