

Faculty Application for Additional Education Approval In Consideration for Salary Increment

PART I To be completed by Faculty Member.		
Name	Colleague ID#	Discipline
<p>Based on the attached educational plan which has been signed by my advisor, I am requesting consideration for approval to pursue additional course work to be applied toward a salary increment(s) per Board Policy B6.12.2.2. To qualify for a salary incrementation on the basis of additional study, the faculty member must have approval of the Department Chair, the Dean, and the Vice President for Academic Affairs. Central to the question of approval is the relevance of the additional work to the faculty member's duties and responsibilities to the College Mission. Thus it is required that prior approval of the faculty member's plans be obtained in writing. I understand that prior approval is required of the Department Chair, the Dean, and the Provost/Vice President for Academic Affairs prior to commencing any college/university courses, and any courses completed prior to the approval will not be applied for salary increment consideration. Only courses attempted and successfully completed, based on official transcripts on file, beyond the approval will be evaluated for salary increment consideration. (It is the faculty member's responsibility to make sure official transcript(s) are on file in the Office of Provost/Vice President for Academic Affairs).</p>		
Degree Program	Major	Institution
<p>_____</p> <p>Faculty Signature Date</p>		

PART II To be completed by Department Chair and approved by Dean*.	
<p>I have reviewed the faculty member's education plan and certify that the attached and additional work to be attempted is relevant to the faculty member's particular discipline and area of employment.</p>	
<p>_____</p> <p>Department Chair</p>	<p>_____</p> <p>Date</p>
<p>_____</p> <p>Dean</p>	<p>_____</p> <p>Date</p>
<p><i>*A non-approved education plan will be returned to the faculty member with a full explanation for the action.</i></p>	

PART III To be completed by the Provost/Vice President for Academic Affairs.	
<p>In keeping with Board of Regents Policy B6.12.2.2, approval is granted for the faculty member to pursue additional course work in fulfillment of the attached educational plan in consideration for salary increment.</p>	
<p>_____</p> <p>Provost/Vice President for Academic Affairs</p>	<p>_____</p> <p>Date</p>

Original: Faculty Credentials File
Copy to: Faculty Member
Department Chair
Dean