

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 Executive Vice President and Chief Academic Officer. 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 Executive Vice President and Chief Academic Officer 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 that official transcript(s) are on file in the Office of the Executive Vice President and Chief Academic Officer).</p>		
Degree Program	Major	Institution
<div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> Faculty Signature Date </div>		

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>	
_____ Department Chair	_____ Date
_____ Dean	_____ Date
<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 Executive Vice President and Chief Academic Officer.	
<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>	
_____ Executive Vice President and Chief Academic Officer	_____ Date

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