



# Request to Apply Advanced Education to Placement on the Faculty Salary Schedule

**Faculty Salary Schedule.** The "base" point on the faculty salary schedule educational axis is based upon the minimal qualifications identified in the job posting for the position. The incumbent is eligible for movement on the educational axis upon attainment of credit coursework, beyond the Master's level, pre-approved by the Dean, Vice President for Instruction and Student Development, and the Director of Human Resources. This change would be effective the beginning of the next academic year. Refer to Compensation Policy 2.42

Date

Faculty Name

School

**Indicate the Proposed Educational Credit:**

Master's Degree + 15 hours

Master's Degree + 60 hours

Master's Degree + 30 hours

Doctorate

Master's Degree + 45 hours

Proposed Coursework:  
Indicate Institution (Name & Location),  
Title of Course(s) and Credit Hours.

Describe how this post master's coursework relates to the academic credentials required in your current position. Attach an additional page if necessary.

***Upon completion of pre-approved coursework, the faculty member must send an official transcript, documenting course completion, to their Dean. The official transcript, along with a copy of the completed and signed form must be sent to the Human Resource Office to implement official movement on the faculty salary schedule.***

**Print & Sign:**

\_\_\_\_\_  
Faculty Member

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Dean

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Vice President for Academic Affairs

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Human Resources Designee