



**Salary Adjustment Eligibility  
Based on Advanced Credential  
Attainment for Full-Time Faculty  
& Staff**

Name: \_\_\_\_\_ Current Position: \_\_\_\_\_

Hire Date: \_\_\_\_\_ Highest Degree Currently Held: \_\_\_\_\_

**Credential Seeking:**  Certification  Associate Degree  Bachelor Degree  
 Master Degree  Doctoral Degree

Proposed Field of Study: \_\_\_\_\_

Name of Accredited College/Institution: \_\_\_\_\_

Enrollment Date: \_\_\_\_\_ Expected Graduation /  
Completion Date (Month/Year): \_\_\_\_\_

What are the benefits to the College of you obtaining this credential?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**The following items, as appropriate, should be attached prior to approval. Forms without required documentation will not be approved.**

- ✓ A course listing from the accredited college or university.
- ✓ A copy of the college's accreditation information.
- ✓ A copy of your acceptance letter or other school documentation stating your enrollment date.
- ✓ A listing of the certification content or competency areas, if applicable.

By signing this form, I understand that this is an eligibility certification and **NOT** a guarantee for payment. I further understand that it is my responsibility, as an employee seeking approval for a salary adjustment for advanced credential attainment, to provide the required documentation to HR upon completion of the advanced credential.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**FORMS PROCEDURE:** The completed form and all documents outlining the coursework for the proposed advanced credentialing should be forwarded to Human Resources. *Do not hold form until coursework is completed.* After your college/university has been selected and your program of study has been approved, you may not change colleges, courses of study or any other item on the original form without submitting an amended form for approval. The only exception is the expected graduation date(s) which may fluctuate from the originally approved date. Upon completion of education and/or training, it is the employee's responsibility to present official transcripts and other evidence of completion to the Human Resources Department. Upon receipt, HR will forward all documentation to the Vice President for salary adjustment recommendation and the College President for approval.

1<sup>st</sup> Time Submission  Corrected Form

**Vice President Review:**

I have reviewed the attached documentation and verify that the employee is enrolled with an accredited college/university or training entity and is seeking an advanced degree and/or certification in a field of study that will enhance his/her employment at SRTC.

Assessment and comments of how the proposed advanced credential will benefit the college and/or SRTC students and enhance the employee's employment:

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I recommend the employee's eligibility for salary adjustment based on this advanced credential attainment.

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Vice President

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Date

**Presidential Review:**

I have reviewed the attached documentation and the employee's request for salary adjustment eligibility based on advanced credential attainment.

- Request Approved
- Request Disapproved due to:

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The following salary adjustment is recommended upon completion:

- 8% annual (Master or Doctoral Degree)
- 6% annual (Associate or Bachelor Degree)
- 5% annual (National or Industry Recognized Certification – may be limited to one-time salary adjustment)

\* **Note: Salary increases are not guaranteed and are subject to funding availability.**

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President

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Date