



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

**Instructions:** The signed 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 this form without submitting a new form for approval. Anticipated graduation dates may fluctuate by up to 12 months without receiving a new approval. 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/Division Leader for final salary adjustment recommendation and the College President for final approval.

<b>Name</b>	
<b>Current Position</b>	
<b>Hire Date</b>	
<b>Highest Degree Currently Held</b>	
<b>Credential Sought</b>	
<b>Major or Program of Study</b>	
<b>College, University, or Certificate Granting Body</b>	
<b>Enrollment Date</b>	
<b>Anticipated Graduation Date (Month/Year)</b>	

How will obtaining this credential enable you to better serve the college in your current position?

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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 or a listing of the certification content or competency areas from the certificate granting body, if applicable.
- A copy of the college's accreditation information (degrees only).

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

**Human Resources Review**

My signature below indicates that the college or university listed above is regionally accredited and that the employee seeking the credential has been employed by Southern Regional Technical College for at least one year.

\_\_\_\_\_  
Human Resources Director Signature

\_\_\_\_\_  
Date

**Vice President or Division Leader Review**

I have reviewed the attached documentation and verify that the employee’s course of study leads to an advanced degree and/or certification in a field of study that will enhance his/her employment at SRTC in his/her current position. If applicable, I confirm that the certification is a national or industry recognized certificate.

\_\_\_\_\_  
Vice President/Division Leader Signature

\_\_\_\_\_  
Date

If not approved by Vice President/Division Leader, specify reason:

\_\_\_\_\_  
\_\_\_\_\_

**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 Denied

If request is not approved by the President, specify reason:

\_\_\_\_\_  
\_\_\_\_\_

The following salary adjustment is recommended upon completion:

6% annual (Master or Doctoral Degree)

4% annual (Associate or Bachelor Degree)

4% 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.**

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date

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**Final Approval Upon Credential Completion and Receipt of Documents by Human Resources**

\_\_\_\_\_  
HR Director Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President/Division Leader Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
President Signature

\_\_\_\_\_  
Date