

 Wharton County Junior College	ADMINISTRATIVE PROCEDURE MANUAL	
WCJC Title: Salary Increase for Faculty-Credit Above a Master's Degree	Section D: Personnel	Page(s): 2
BASED ON BOARD OF TRUSTEES POLICY		
Policy Title: Compensation and Benefits	Policy: DEA (Local)	
Subtitle: Salaries and Wages	Date Adopted: 8-01-20	

Purpose

Defines the salary increase procedure for full-time faculty for the post-employment completion of graduate credit hours above a Master's degree (or equivalent), or completion of a Doctoral degree. This procedure applies only to those full-time faculty who have obtained a Master's degree prior to employment with the College, but have not yet obtained a Doctoral degree.

Procedure

During the hiring process, the Human Resources Department completes a "Worksheet for Calculating Equated Experience" form for all full-time faculty to determine a candidate's placement on the appropriate salary schedule. This process includes consideration of all transcripts provided during the hiring process.

Following employment with the college, full-time faculty members who complete graduate level coursework may be eligible for a salary increase, depending on the course(s) completed and the relevancy of that coursework to their position at the College.

Upon completion of additional graduate coursework, the employee is responsible for completing the "Credit Above a Master's Degree" form. The employee must route the form for signature to their respective Department Head/Program Director, Division Chair, and the Vice President of Instruction. Once all signatures have been obtained, the form should be submitted to the Human Resources Department.

In addition, the employee must order their official transcript(s) to be sent directly to the Human Resources Department. Only graduate hours from accredited institutions will be eligible for consideration. The Human Resources Department can provide verification of accredited institutions.

Once the request has been submitted to and verified by the Human Resources Department, a "Personnel Action Form" (PAF) must be submitted through the appropriate channels to officially change the faculty's pay. Once the PAF has been signed by the President and returned

to the Human Resources Department, the salary increase will be processed and the faculty member will receive a new contract reflecting their updated salary.

Requests for increases will only be granted once per year at the beginning of the fiscal year. All fully-executed "Credit Above a Master's Degree" forms and applicable transcripts must be submitted to the Human Resources Department prior to July 15th for the request to be processed.

Date Prepared: 07/11/21 RYB; amended 5-31-22 RYB

Revised Date: