

SAP 31.99.99.T0.01 Salary Adjustments for Completion of Academic Degrees



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Procedure Statement

Tarleton State University (Tarleton) will recognize and reward, through appropriate salary adjustments, the completion of academic degrees or professional certifications by Tarleton faculty and staff.

Reason for Procedure

Academic achievement represents the acquisition of knowledge and skills to better equip faculty and staff to fulfill their professional responsibilities. Such achievements also encourage personal and professional growth and development, irrespective of a defined employment role. This rule intends to foster the pursuit of academic achievement and to provide standardized adjustments in salary to ensure an equitable recognition of the completion of a bachelor's, master's or doctoral degree.

Procedures and Responsibilities

1. Schedule for Salary Adjustment

Tarleton has adopted the following schedule for a one time salary adjustment as follows:

Baccalaureate - \$1000

Master - \$1500

Doctoral - \$2500

Professional Certification - \$500

- 1.1. The typical doctoral degrees are the Ph.D. and the Ed.D. although other terminal degrees not listed above may be reviewed and considered for eligibility for the adjustment in salary.

- 1.2. Certifications represent any variety of licensure gained through formalized study; a course of instruction of a stand-alone nature; and/or a mandated number of hours to be gained through a combination of hands-on experience and classroom work.
 - 1.3. Professional certifications must be approved by the Department Head up through the appropriate divisional Vice President/Provost prior to actively seeking or working toward the certification. The employee must show that the certification will promote the credibility of the employee's current profession and the University, requires 30 hours or more of training time, and requires the employee to obtain the certification through the use of their personal time and pay. A Professional Certification Request Form may be obtained from the Employee Services Department.
2. The employing department will prepare a payroll action to implement the salary adjustment set forth in item 2 above. Official documentation verifying the degree or certification awarded should be forwarded with the payroll action. The salary adjustment will become effective the first of the month following full approval of the payroll action.
 3. The one time salary adjustment will be awarded for the first initial degree or professional certification only. For example, a salary adjustment would not be made for a second Bachelor's degree or a second Master's degree.

Related Statutes, Policies, or Requirements

[Tarleton Rule and Procedure 31.01.01.T1, *Compensation Administration*](#)

[Professional Certification Request Form](#)

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