

THE PROFESSIONAL ADVANCEMENT PROCESS

**SALARY ADVANCEMENT FOR
TENURE-TRACK ACADEMIC FACULTY**

**FOR MORE INFORMATION CONTACT
THE PROFESSIONAL ADVANCEMENT CHAIR**



<http://www.csn.edu/pages/910.asp>

The Professional Advancement Program is the mechanism through which an academic faculty member can advance to a higher level of compensation through completion of advanced degree programs, graduate level course work, and/or occupationally related course work. All tenure track academic faculty holding a .50 FTE or above who are on the Academic Faculty salary schedule are eligible for the program.

The Professional Advancement Program is outlined in the NSHE Board of Regents Procedures and Guidelines Manual (Chapter 3, Section 3) and in the NSHE Board of Regents Handbook (Title 4, Chapter 3, Section 32).

- **Degree Programs** from a regionally accredited institution of higher learning
- **Credit Course Work** from a regionally accredited institution of higher learning
- **Occupationally Related Course Work** including, but not limited to seminars, conferences, self-study courses, online courses, CAPE sponsored programs (15 clock hours = 1 unit of credit); CSN sponsored on-the-job work experiences in addition to externships and internships (75 clock hours = 1 unit of credit)

Movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the CSN President.

Additional details are available on the Professional Advancement Committee web pages.

<http://www.csn.edu/pages/910.asp>

The Professional Advancement Committee is a standing committee of the Faculty Senate. The committee reviews all applications for column advancement on the academic salary schedule, and forwards its recommendations to the Vice President for Academic Affairs. The Vice President then forwards the application to the CSN President for final approval. CSN Human Resources maintains all final records relating to an individual faculty member's professional advancement efforts.

Each committee member is appointed by the Faculty Senate Chair and serves a minimum of a two-year term.

The Professional Advancement Committee will consider degrees awarded and course work completed at international institutions of higher learning only after a foreign credentials evaluation is completed by the American Association of Collegiate Registrars and Admissions Officers, International Education Services (www.aacrao.org/credential/individual.htm).

Fees for this service are the responsibility of the individual requesting the evaluation.



- Become familiar with the details of the Professional Advancement Program. Visit <http://www.csn.edu/pages/901.asp> for current committee chair and members, procedures, forms and more.
- Make application to the committee PRIOR to beginning a degree program, credit courses, or occupationally related course work. Application forms are available on the committee website.
- Application to begin a degree program must include a list of courses required for degree completion. The committee will consider the degree program as a whole, making application for individual courses unnecessary.
- Verification of degree and credit course completion is by official transcript. Completion of occupationally related course work can be verified by presenting a signed course completion certificate from the sponsoring organization, or a Verification of Attendance form signed by the presenter.
- Application for approval of occupationally related course work must be made within a year of course attendance.
- Completion of a degree or course work occurring in June, July, or August may render the faculty member eligible for salary advancement on July 1. The applicant must notify the committee no later than May 1. This allows the advancement to be finalized by Human Resources in time for the new contract.
- Official transcripts must be received in the Office of Human Resources before the official academic faculty return date each fall. This date varies from year to year.