



## Faculty Senate Professional Advancement Committee

### Professional Advancement Program Procedures

**Based on:**

[Nevada System of Higher Education \(NSHE\) Board of Regents Procedures and Guidelines Manual, Chapter 3, Section 3](#)  
[Nevada System of Higher Education Board of Regents' Handbook Title 4, Chapter 3, Section 32](#)

1. Eligibility for Professional Advancement

All academic faculty holding a .50 FTE or above and who have been placed on the Academic Faculty Salary Schedule are eligible for this plan.

2. Expense Encumbrance or Reimbursement Disclaimer

- a. The college will not pay nor will a faculty member have caused any liability or encumbrance to accrue to the college for expenses the faculty member entered into during the course of the professional advancement program, except where otherwise allowed by the President, in writing, or by Board of Regent's Policy.
- b. The professional grant-in-aid, allowed under the provisions of the Board of Regent's Policy, Title 4, Chapter 18, Section 5, may be used to pay for course work taken within the Nevada System of Higher Education (NSHE).

3. Voluntary Program

The Professional Advancement Program is a voluntary program. Participating in the program is completely voluntary. No administrator may require any faculty to participate in the program.

4. Grandfather Clause

- a. Any program, courses, etc. approved prior to the adoption of this document will remain in effect under the terms agreed to by faculty and administration. In no case will a faculty member receive any less than what is provided for in the new faculty salary plan.
- b. Contact hours or continuing education courses taken by the faculty member within the past five years and while in the employ of a NSHE institution prior to the adoption of this document will be reviewed by the Professional Advancement Committee and approved by the appropriate Vice President.

5. Professional Advancement Committee

The Professional Advancement Committee, a standing committee of the Faculty Senate, shall review all initial applications for professional advancement on the salary schedule through completion of degree programs, credit courses/programs and/or occupationally related course work. The Committee shall forward its recommendation to the appropriate Vice President.

6. Faculty Senate Review Committee for Professional Advancement Appeals

- a. Faculty Senate Executive Committee will be convened by the Faculty Senate Chair when an appeal for denial of professional advancement is received. This committee will report to the Faculty Senate Chair. It is the responsibility of the applicant to make his/her case for professional advancement in a written application that this committee will review. The committee may call for additional assistance from program area faculty.

## PROGRAM OUTLINE

1. **Approval Process** for Credit Courses/Programs
  - a. Courses/programs, etc. may be used for professional advancement only with prior administrative approval as stated in the Board of Regents' Policy, Title 4, Chapter 3.
  - b. The process for approval will be developed at each institution with Faculty Senate input. The final decision rests with the President.
  - c. Any movement on the salary schedule can only occur consistent with the fiscal year contract. Exceptions must be approved by the President.
  
2. **Degree Program** (NSHE Regents' Handbook, Title 4, Chapter 3)
  - a. The academic faculty member wishing to advance across the columns on the salary schedule by completing a bachelor's, master's or doctorate degree (columns 2, 3, 4 and 5) must submit a written formal request through their Department Chair/supervisor who will forward it to the Dean, the Professional Advancement Committee and Human Resources. The Professional Advancement Committee will forward the request and its recommendation to the appropriate Vice President or designee<sup>10</sup>.
  - b. Upon appropriate Vice Presidential approval, a formal professional advancement agreement will be written. The agreement must identify the anticipated program and program completion date. The agreement is not valid unless the appropriate Vice President and the faculty member sign the agreement. The appropriate Vice President will notify the faculty member, Department Chair/supervision and/or Dean of approval/non-approval within 20 working days from receipt of the application.
  - c. Upon successful completion of the degree program, the faculty member must submit a copy of the initial application and an official transcript to Human Resources for inclusion in their official personnel file. Human resources will notify the appropriate Vice President. In the event that the degree program is not completed in the anticipated time frame, the faculty will notify Human Resources and the Professional Advancement Committee in writing prior to the anticipated date of completion. A review of completed work will be made by the Professional Advancement Committee for consideration of movement on the salary schedule and its recommendation will be forwarded to the appropriate Vice President. Column movement will not occur without the approval of the President.
  
3. **Credit Course Work (Graduate)** (NSHE Regents' Handbook, Title 4, Chapter 3)
  - a. The academic faculty member wishing to advance across the columns on the salary schedule by completing credit course work {column two (2) requires upper level/division formal undergraduate credit hours, columns three (3) and four (4) require graduate credits} must submit a written formal request through their Department Chair/supervisor who will forward it to the Dean, the Professional Advancement Committee and Human Resources. The Professional Advancement Committee will forward the request and its recommendation to the appropriate Vice President or designee.
  - b. Upon appropriate Vice Presidential approval, a formal professional advancement agreement will be written. The agreement must identify the anticipated credit course work and course work completion date. The agreement is not valid unless the appropriate Vice President and the faculty member sign the agreement. The appropriate Vice President will notify the faculty member, department chair/supervision and/or Dean of approval/non-approval within 20 working days from receipt of the application.

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<sup>10</sup> Designee means someone appointed by the appropriate Vice President only in his/her absence.

- c. Upon successful completion of the credit course work, the faculty member must submit a copy of the initial application and an official transcript to Human Resources for inclusion in their official personnel file. Human Resources will notify the appropriate Vice President. In the event that the course work is not completed in the anticipated time frame, the faculty will notify Human Resources and the Professional Advancement Committee in writing prior to the anticipated date of completion. A review of completed course work will be made by the Professional Advancement Committee for consideration of movement on the salary schedule and its recommendation will be forwarded to the appropriate Vice President. Column movement will not occur without the approval of the President.

4. **Occupationally Related Course** (NSHE Regents' Handbook, Title 4, Chapter 3)

- a. The academic faculty member wishing to advance across the columns on the salary schedule by competing individual contact hour courses must submit a written formal request through their Department Chair/supervisor who will forward it to the Dean, the Professional Advancement Committee and Human Resources. The Professional Advancement Committee will forward the request and its recommendation to the appropriate Vice President or designee.<sup>10</sup>

Due to the manner in which some occupationally related courses are offered, the faculty member may only have a few weeks between the notification of an offering and the actual registration. Therefore, every effort must be made by all parties involved to complete the formal request or request a modification in the formal plan prior to the due date for registration. These occupationally related courses could include, but are not limited to continuing education courses in a specific discipline and specialized workshops or institutes in which contact hours rather than credits are used to grant recognition for successful completion.

- b. Upon appropriate Vice Presidential approval, a formal professional advancement agreement will be written. The agreement must identify the anticipated occupationally related course work and course work completion date. The agreement is not valid unless the appropriate Vice President and the faculty member sign the agreement. The appropriate Vice President will notify the faculty member, department chair/supervision and/or Dean of approval/non-approval within 20 working days from receipt of the application.
- c. Upon successful completion of the occupationally related course work, the faculty member must submit a copy of the initial application and an official verification of course completion to Human Resources for inclusion in their official personnel file. Human Resources will notify the appropriate Vice President. In the event that the occupationally related course work is not completed in the anticipated time frame, the faculty will notify Human Resources and the Professional Advancement Committee in writing prior to the anticipated date of completion. A review of completed occupationally related course work will be made by the Professional Advancement Committee for consideration of movement on the salary schedule and its recommendation will be forwarded to the appropriate Vice President. Column movement will not occur without the approval of the President.

5. Approvals for degree programs, credit courses, continuing education and occupational courses will be filed in the faculty member's official personnel file.

**PROGRAM ADVANCEMENT/DEFINITION OF TERMS**

1. Education Advancement

- a. For degree programs and credit courses, the degree/credit must be awarded by regionally accredited institutions. Non-Degree (non-credit or continuing education) courses will be awarded equivalency based upon accepted industrial and/or professional Advancement<sup>10</sup>.
- b. Grades of 'D' will be accepted for credit toward salary advancement only if the grade is earned within a *completed* degree program.
- c. The committee will only consider approval for repeated coursework if three years has elapsed since the prior completion of the course.

## 2. Relevance

The program or courses must either be relevant to the academic faculty member's discipline or enhance teaching/counseling/professional skills, or provide some other justifiable educational benefit.

## 3. Equivalency

For purposes of this document, all academic courses will be equated to a sixteen (16) week semester. Courses taken in quarter or trimester credits will be adjusted to this standard. Degree programs will stand on their own as approved by accrediting institutions. That is, a Master's Degree will transfer as a Master's Degree regardless of the institutional differences in semesters vs. quarters.

## 4. Occupationally Related Courses

Occupationally related courses are those courses that relate to the faculty's primary duties, e.g., courses taught, services provided, etc.

## 5. Official Verification

Official verification shall include, but not be limited to: diplomas, transcripts, certificates or letters from sponsoring agencies.

## 6. Professional Licensure

Licensure itself does not apply toward movement on the salary schedule. It is recognized that some occupational areas have additional licensure that may be equivalent to degree qualifications. This list includes, but is not limited to, the following: M.D., D.D.S. and J.D. The number of graduate hours in the curriculum will be equated to the standard Master's, etc., Degrees.

For example, a J.D., M.D. and D.D.S. would be the equivalent of three (3) to four (4) years of graduate school and should, therefore, be considered as the fifth column of professional advancement. Two (2) Master's Degrees, however, would not be the equivalent of a fifth column of movement, but would qualify for a fourth column movement, if approved. This explanation does not mean automatic approval of such licensure, only an explanation of the existence of these categories.

## **PROGRAM CATEGORY ADVANCEMENT**

The professional advancement program may be, except where otherwise noted, any combination of the following categories or programs:

### 1. **Degree Programs/Credit Courses**

- a. The credit awarded for completion of a degree program will be limited to only the degree awarded to the individual. All programs/courses must be offered by regionally accredited institutions.
- b. Movement from one (1) column to another beyond column two (2) must be accomplished in blocks of thirty (30) or sixty (60) graduate credits as appropriate. Movement to:

Column 2 Bachelors or Associates plus sixty (60) upper level undergraduate credits.

Column 3 Master's or Bachelors plus thirty (30) graduate credits.

Column 4 Master's plus 30 graduate credits or equivalent<sup>11</sup> or Bachelors plus 60 graduate credits or equivalent.

Column 5 Earned Doctorate

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<sup>11</sup> Equivalency will be determined by the appropriate Vice President upon recommendation of the Department Chair.

## 2. Non-credit/Contact Hours Course Training

### a. **Continuing Education**

1. The equivalency for continuing education is 1:15. For every fifteen (15) hours of continuing education, one unit of credit will be awarded. Continuing education can be in the form of workshops, institutes or other recognized educational programs.
2. All courses/workshops must meet national advancement for occupational areas. Movement from one (1) column to another beyond column two must be accomplished in blocks of 450 or 900 contact hours. Movement to:

Column 2 Associates plus 900 contact hours.

Column 3 Baccalaureate plus 450 contact hours.

Column 4 Baccalaureate plus 900 contact hours. Master's plus 450 contact hours.

Column 5 Special permission of President<sup>12</sup>

3. Participation in relevant conferences and conventions may come under consideration for non-credit/contact hour training. A conference itinerary and record of workshops, lectures, training sessions, etc. attended by the faculty member must be submitted for review by the Professional Advancement Committee. Registration time, lunch breaks, mixers, award ceremonies, open trade show times, etc. will not be regarded as contact hours. Contact hours will be calculated to the nearest 15 minute increments.
4. For a self-study course to be accepted, the following items shall be addressed: 1) an outcome assessment/post-test is given, 2) a final grade of "C" or better, or an indication of "pass" is given, 3) the sponsoring agency or professional accreditation agency is known and deemed appropriate, 4) the number of hours/credits is specified, 5) the text and its author is known and is appropriate, (only if a text is used), and 6) a description of the course is given.

### b. **CSN CAPE** sponsored workshops and seminars *[approved CSN Faculty Senate 12/10/2010]*

1. For CAPE sponsored workshops and seminars to be accepted, the following items shall be addressed: 1) published via CAPE catalog or other form of notification, 2) a description of the course is given, 3) learning outcomes provided, 4) verification of attendance, 5) clock hours spent in learning are provided, and 6) the subject is of academic value and relevant to professional growth.

### c. **CSN undergraduate courses** *[approved CSN Faculty Senate 12/10/2010]*

1. CSN undergraduate courses will be considered for professional advancement under the *occupationally related coursework* category. The following is required; 1) the course is taken for a grade (not audited), 2) an outcome assessment/post-test is given, 3) a final grade of "C" or better is earned, and 4) a description of the course is provided.
2. Credits earned will be converted to clock hours by using the formula of 1 credit = 15 clock hours.
3. Final transcripts will serve as verification of final grade and attendance.

### d. **On-The-Job Work Experience**

On-the-job work experience with pay will be 1:75. For every seventy-five (75) hours of internship, one (1) unit of credit will be awarded. Faculty entering into such experience must follow the same requirements and programs as established by the college with students within the college's cooperative education program. All hours of (Cooperative) on-the-job work experience must be certified by an outside agency/employer.

### e. **Internships**

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<sup>12</sup> Equivalency can be recommended by the President for approval by the Board of Regents for a Master's Degree plus approved occupational contact hours or academic credits.

1. On-the-job experience without pay shall be 1:75. For every seventy-five (75) hours of internship one (1) unit of credit will be awarded. All hours of internship experience must be certified by the outside agency/employer. The internship experience for the faculty member must follow the same Advancement and requirements established for the On-The-Job Work Experience Program.
- f. **Movement from one column to another** beyond column two (2) must be accomplished in blocks of 2250 or 4500 contact hours as appropriate. Movement to:
  - Column 2 Associates plus 4500 contact hours.
  - Column 3 Baccalaureate plus 2250 contact hours.
  - Column 4 Baccalaureate plus 4500 contact hours. Master's plus 2250 contact hours.
  - Column 5 Special permission of President<sup>12</sup>

## **APPEALS PROCESS**

1. In the event that the faculty member's application for professional advancement is denied by the Professional Advancement Committee, the decision can be appealed.
  - a. The appeal will be submitted to the Faculty Senate Chair.
  - b. The Faculty Senate Chair will submit the appeal to the Faculty Senate Executive Committee.
  - c. The Faculty Senate Executive Committee will review and recommend to the Faculty Senate Chair its approval or non-approval.
  - d. The Faculty Senate Chair will forward the Faculty Senate Executive Committee recommendation to the appropriate Vice President.
  - e. If the appeal is denied by the appropriate Vice President, the college grievance procedures can be utilized.

## **END of CSN Professional Advancement Program Procedures**