

College of Southern Nevada
Professional Advancement Program
Abbreviated Protocol

This abbreviated protocol is prepared by the Professional Advancement Committee (the Committee) to assist faculty members in applying for professional advancement and movement on the salary schedule.

Refer to the [Board of Regents Handbook, Title 4, Chapter 3, Section 32](#)

Refer to the [Nevada System of Higher Education \(NSHE\) Procedures and Guidelines Manual, Chapter 3, Section 3](#)

Refer to the [Professional Advancement Committee pages](#) on the CSN Faculty Senate website for additional information and forms.

I. Degree Program OR Graduate Credit Courses

- A. Degree programs and graduate credit courses must be from regionally accredited institutions.
- B. Follow these steps to apply a **degree program** or **graduate credit courses** toward professional advancement and movement on the salary schedule.
 1. It is **highly recommended** (not mandatory), applications be submitted **PRIOR** to beginning the degree program or starting the credit courses:
 - a. Secure the form *Application for Professional Advancement - Degree Programs or Credit Course Work* available from Professional Advancement Committee members or committee webpages.
 - b. Complete the application, indicating details of the degree or course for which approval is being requested.
 - c. Submit the completed application to your Department Chair/Immediate Supervisor for a recommendation.
 - d. Chair/Supervisor will forward the application to the appropriate area Dean* for recommendation.
 - e. Following appropriate approval by Immediate Supervisor/Chair and Dean*, the application will be forwarded to the Committee Chair.
 - f. The Committee will consider the application, make a recommendation and forward the original application to the Vice President for Academic Affairs (VP) for a recommendation.
 - g. The Committee will notify the faculty member and Human Resources of the status of the application.
 - h. If approved, the VP will sign the application and forward to Human Resources.
 - i. The VP will notify the faculty member, Dept. Chair/Supervisor and Dean* of action taken within 20 working days of receipt of application.
 2. **After** successful completion of the degree program OR graduate credit course(s) sufficient for salary column movement:
 - a. Submit the following to Human Resources
 - 1) *Official* transcript(s)
 - b. Submit the following to the Committee
 - 1) Photocopy of transcript(s) (official not necessary)
 - 2) Statement requesting salary column movement
 - c. The Committee will confer with Human Resources as needed.
 - d. Human Resources will notify VP by e-mail, receipt of transcript(s) and the requested column movement.
 - e. Following approval by VP, Human Resources will prepare the employment document (with column movement) and forward to the President for approval.
 3. If degree or course completion will take longer than anticipated
 - a. The faculty member will notify in writing, prior to anticipated completion date
 - 1) Human Resources
 - 2) Professional Advancement Committee
 4. Salary schedule column movement via employment contract occurs only after approval of the President.
 5. **Appeal** – An appeal for denial of professional advancement must be made in writing to Faculty Senate Executive Committee.

* If applicable.

II. Occupationally-Related Courses

- A. **Application for approval of occupationally-related coursework MUST be made within 12 months following course attendance.**
- B. Follow these steps to apply *occupationally-related courses* toward professional advancement and movement on the salary schedule.
 - 1. It is **highly recommended** (not mandatory), applications be submitted **PRIOR** to beginning the occupationally related courses
 - a. Application for approval MUST be made within 12 months following course attendance.
 - b. Secure the form ***Application for Professional Advancement - Occupationally-Related Course Work*** available from Professional Advancement Committee members or committee webpages.
 - c. Complete the application, indicating details of each course/educational event for which approval is being requested.
 - 1) Attach a copy of course brochure or course schedule or course description to the form. It must include sponsoring agency and topics or subjects covered.
 - d. Submit the completed application to the Department Chair/Immediate Supervisor for a recommendation.
 - e. Chair/Supervisor will forward the application to the appropriate area Dean* for recommendation.
 - f. Following appropriate approval by Immediate Supervisor/Chair and Dean*, the application will be forwarded to the Committee Chair.
 - g. The Committee will consider the application, make a recommendation and forward the original application to the Vice President for Academic Affairs (VP) for a recommendation.
 - h. If the application has been made before attendance, the faculty member will be notified of the recommendation, ***pending receipt of verification of attendance***. The application will be retained by the Committee until verification of attendance is received.
 - 2. ***After*** completion of the occupationally-related course/conference/workshop/etc.:
 - a. Submit the following to the Professional Standards Committee
 - 1) Verification of attendance/completion of the course
 - a) Official certificate of completion
 - OR
 - b) Letter from sponsoring agency
 - OR
 - c) Completed and signed ***Occupationally-Related Course Work - Verification of Attendance*** form available from Professional Standards Committee members or the Committee webpages.
 - b. The Committee will finalize a recommendation and forward the application to the VP.
 - c. The Committee will notify the faculty member and Human Resources of the status of the application.
 - d. If approved, the VP will sign the application and forward to Human Resources.
 - e. The VP will notify the faculty member, Dept. Chair/supervisor and Dean* of action taken within 20 working days of receipt of application.

III. SUFFICIENT HOUR / CREDITS for salary column movement

- A. It is the responsibility of the faculty member to notify Human Resources when sufficient hours have been earned for salary column movement.
- B. Human Resources will verify hours earned.
- C. The Committee will confer with Human Resources as needed.
- D. Human Resources will notify VP by e-mail, the request for column movement.
- E. Following approval by VP, Human Resources will prepare the employment document (with column movement) and forward to the President for approval.
- F. Salary schedule column movement via employment contract occurs only after approval of the President.

IV. APPEALS for denial of professional advancement must be made in writing to Faculty Senate Executive Committee.

* If applicable.