

**POLICY & PROCEDURES MEMORANDUM**

<b>TITLE:</b>	<b>SALARY ADJUSTMENTS FOR ADVANCED STUDY</b>
<b>EFFECTIVE DATE:</b>	May 18, 1999* <i>(*Form Update 12/4/14; Title Updates 6/7/12; 3/22/05)</i>
<b>CANCELLATION:</b>	none
<b>CATEGORY:</b>	Human Resources (HR)* <i>*Initially distributed as PR-2320.1</i>

**POLICY STATEMENT**

Delgado Community College encourages advanced graduate study as it is a means of faculty and staff development. Faculty and staff members who complete the required levels of advanced study beyond the master's are entitled to salary adjustments. The amounts of the adjustments and the procedures through which salary adjustments are awarded are outlined in detail in this memorandum.

**PROCEDURES & SPECIFIC INFORMATION**

1. **Purpose**

To describe the procedures for awarding salary adjustments to faculty and staff members who have completed advanced graduate study while employed at the College.

2. **Scope and Applicability**

This policy and procedures memorandum applies to all full-time faculty members, unclassified staff and administrators.

3. **Educational Increments for Salary Adjustments**

Faculty and staff members, upon completion of the following educational increments, are eligible to receive these salary adjustments:

<b><i>Educational Increment:</i></b>	<b><i>Salary Adjustment:</i></b>
Master's plus 24 hours	Add \$500 to yearly salary
Master's plus 48 hours	Add \$500 to yearly salary
Doctorate	Add \$1,000 to yearly salary

**4. Responsibilities and Procedures****A. Faculty or Staff Member**

The faculty or staff member, upon completion of the advanced graduate study, provides his/her official transcripts documenting educational attainment to his/her Division Dean/ Supervisor.

**B. Division Dean/ Supervisor**

The Division Dean/ Supervisor completes a [Personnel Action Form](#), Form 2200/002, attaches the official transcripts to the form, and submits it to the appropriate Executive Dean or Vice Chancellor, depending on the employee's chain of command.

**C. Executive Dean/Vice Chancellor**

The appropriate Executive Dean or Vice Chancellor, depending on the employee's chain of command, approves the form. The Executive Dean/Vice Chancellor forwards the form to the Business and Administrative Affairs Office for budget approval.

**D. Business and Administrative Affairs Office**

The Business and Administrative Affairs Office approves the form and submits it to the Human Resources Office for processing.

**F. Human Resources Office**

The Human Resources Office processes the Personnel Action Form, which includes submission of the salary adjustment request to the College's governing board. Once the adjustment is approved by the Louisiana Community and Technical College System Board of Supervisors, the salary adjustment becomes effective on the date of the Board action.

*Review Process:*

Executive Council 5/18/99

*Updates:*

Form Update Approved by Vice Chancellor for Academic Affairs 12/4/14;  
Title Updates Approved by Vice Chancellor for Academic Affairs 6/7/12; 3/22/05

*Distribution:*

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