

ARTICLE XIV: CONDITIONS GOVERNING ELIGIBILITY FOR SALARY INCREMENT

Teachers applying for salary advancement for B.A.+16, B.A.+38, M.A., M.A. + 16, M.A. + 32, or Ed.D/Ph.D and Teacher Assistants applying for a salary advancement for B.A.+38 or MA must meet the following requirements:

1. Proof of degrees or graduate credits earned shall rest with the employee. Transcripts, grade reports or other information shall be submitted to the superintendent on or before September 10 of the current school year. Credits or degrees submitted after September 10 and before January 31 shall be honored, but a deduction of one day's increment, based on the school calendar, shall be made for each school day of delay between September 10 and January 31. All credits submitted after January 31st shall be usable for the following school year only.
2. Credits earned will be measured in semester hours. One quarter hour will equal 2/3 of one semester hour.
3. All credits earned must be graduate credits, and must be earned in an institution granting graduate credits. Undergraduate credits may be approved by the assistant superintendent on an individual basis. College credit may be obtained as a result of the participation in a professional leave activity that occurs on a non-contract day if the staff member pay the cost directly associated with earning the credit. Credits earned in this manner may be applied toward advancement on the salary schedule.
4. All courses applied to salary advancement must be related to the current assignment or courses specifically oriented to improve instructional skills. If questions arise regarding the validity of a course in relationship to salary advancement, prior approval from the assistant superintendent is recommended.
5. Courses with graduate credit may be taken in areas of extra-duty assignments and may be applied to salary advancement. Such courses must be content oriented to current extra duty assignment or oriented to improve coaching instructional methods.
6. Employees who earn 38 graduate credits beyond the B.A. level shall be permitted to apply for placement on the M. A. salary formula. Any graduate credits earned prior to the achievement of a M.A. degree cannot be used toward credit for M.A. +16, M.A. +32, or Ed.D/Ph.D on the salary formula.
7. All courses must be rigorous in nature, designed to improve instructional capabilities, and/or oriented to the current assignment of the employee seeking approval for the television/internet course.
8. Employees taking graduate level course work for the purpose of lane advancement should submit an Application for Pre-approval of Credit for Salary Advancement to secure pre-approval of coursework.
9. Employees who have earned salary advancement after January 31 will receive a salary modification as outlined in the salary formula, for the following contract year.

APPLICATION FOR SALARY ADVANCEMENT

***List credits which apply to advanced classification:**

[illegible]

Attach grade cards or transcripts of credits listed above.

Approved _____ Denied _____ Date _____

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