

**POLICY ON SALARY INCREASES FOR ADMINISTRATIVE AND PROFESSIONAL
EMPLOYEES UPON COMPLETION OF A TERMINAL OR AN ADDITIONAL
GRADUATE DEGREE**

A salary increase will be awarded to an administrative or professional employee who completes a terminal degree or an additional graduate or professional degree from an accredited institution, provided the following conditions are met:

1. The employee holds a continuing appointment.
2. At the time of initial appointment, or subsequent thereto, the appropriate Vice President agrees in writing, upon recommendation by the appropriate unit head, that the employee should undertake the degree program.
3. The employee provides satisfactory evidence of specified degree program completion.
4. The specific program of study for the degree sought is either:
 - a) undertaken to increase the employee's knowledge, skills, and/or to develop expertise in areas directly related to the responsibilities of the employee's position; or
 - b) normally required or preferred of candidates for the respective position.
5. The employee's salary, at the time of program completion, is not comparable to the salaries of employees in lateral positions with similar experience and education.

The amount of the increase will be recommended by the appropriate vice president, based on consideration of salary data for a referent group composed of employees in similar, lateral positions with comparable experience and education.

Salary increases approved in accordance with these provisions will be awarded effective July 1 subsequent to the fiscal year during which degree completion is verified.

Division chairpersons will be awarded salary increases for additional degree attainment in accordance with provisions established for faculty.