


# PROCEDURE MANUAL

 <b>ARIZONA WESTERN COLLEGE</b>	<b>PROCEDURE 415.4</b>		
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	<b>Last Revision Date:</b>	04-26-01	
<b>Effective Date:</b>			
<b>Section:</b>	Personnel	<b>Subject:</b>	Educational Growth for Faculty and Counselors

## PURPOSE


Continued education directly related to a faculty member's or counselor's job benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credit (EGC) for faculty and counselors.

## PROCEDURE

### 1. Scope

- 1.1 EGC may be earned by any full-time faculty member or counselor with prior approval from the immediate supervisor and the appropriate Vice President or designee when the following categories:
  - course work
  - work experience
  - summer institutes
  - exhibition
  - performance
  - research
  - special studiesare directly related to the employee's area(s) of principal assignment, qualification, or in which the employee has been requested to work. The same educational growth cannot earn credit in more than one category.
- 1.2 Course work must be at upper division or graduate level. Exceptions to this requirement must be approved in advance by the appropriate Vice President or designee.
  - 1.2.1 Requests for exceptions must be justified in writing and will include how the course will relate to the duties and responsibilities of the position and will be accompanied by a recommendation from the immediate supervisor.
  - 1.2.2 The cumulative number of lower division semester credits counted for educational growth will not exceed 9 credits.
- 1.3 Summer institutes, workshops, seminars (not paid for by the College) will be considered, providing the hours required are at least equivalent to 1 credit hour of classroom instruction. Less than 1 credit hour will not carry forward to subsequent years. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the appropriate Vice President or designee.
- 1.4 Work experience must be of sufficient length to warrant minimum credit evaluation independent of other work agreements. Credit evaluation will be determined based on continuity of assignment and hours of employment verified by official documentation.

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Work experience does not carry over to subsequent academic years and will be allocated according to the following schedule:

## CREDIT EVALUATION SCHEDULE

Hours worked	Credits
70-140	1
141-210	2
211-280	3
281-350	4
351-420	5

- 1.5 The production of an exhibition or performance of one's own work must result in professionally acceptable material. Sufficient documentation to evaluate the program, time spent, and resulting outcomes must be submitted to the appropriate vice president or designee. The number of documented hours of activity will be allocated the same as hours worked in 1.4.
- 1.6 Research or special study may receive EGC when the paper has resulted in acceptance for publication in a professional or trade publication. EGC awarded will be evaluated by the appropriate Vice President or designee prior to publication and credit will not exceed the equivalent of 6 credit hours of course work.
2. Request for Educational Growth
  - 2.1 A "Request or EGC" form must be completed by the employee prior to commencement of Educational Growth program and submitted to the immediate supervisor and appropriate Vice President or designee for approval of the previously mentioned categories in 1.1.
  - 2.2 A "Request for EGC" form may be completed for an entire degree program and submitted to the immediate supervisor and appropriate Vice President or designee for pre-approval of the entire course of study necessary for the degree.
  - 2.3 Each request will be evaluated prior to approval to verify that the selected degree program or course work, etc. clearly relates to the employee's area(s) of assignment or to the area in which the employee has been requested to work or will enhance the overall teaching and learning process.
  - 2.4 A copy of the signed "Request for DGC" form will be in the Personnel Office. Prior to October 15, the employee must provide one of the following to the Personnel Office:
    - 2.4.1 An official grade report showing a grade of "C" or better or equivalent and a copy of the request for official transcript
    - 2.4.2 Official transcripts
    - 2.4.3 Documentation of categories in 1.1.

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2.5 EGC will be granted only for college course work resulting in academic credit with a grade of “C” or better.

### 3. Salary Adjustments

- 3.1 Salary adjustments will be made to the employee’s base salary for fifteen (15) EGC (as shown on the Faculty/Counselor’s Salary Schedule and earned after July 1, 1996) on an academic year basis to the maximum of the Faculty/Counselor’s Salary Schedule.
- 3.2 Credit hours earned beyond the maximum will not be compensated.
- 3.3 A one time incentive award of \$500 will be granted for earning a pre-approved degree. This award will not be added to the employee’s base salary.
- 3.4 Following the submission by October 15, the employee’s contract will be amended and the salary recalculated for payroll purposes. Personnel will send the documentation to Payroll no later than December 15 of the same year.