

# ARIZONA WESTERN COLLEGE

## EDUCATIONAL GROWTH FACULTY AND COUNSELORS

**Purpose:** Continued education directly related to the employee's job through college coursework, work experience, summer institutes, research, production of an exhibition or performance of one's own work, other special studies or pursuit of an approved degree greater than one currently held benefits Arizona Western College and the employee. To promote and foster such educational growth, the College will provide Educational Growth Credit.

**Procedure:** Educational Growth Credit may be earned with prior approval from the immediate supervisor and Vice President or designee when the coursework, work experience, production of an exhibition or performance of one's own work, summer institutes, research, or other special studies are directly related to the employee's area(s) of principal assignment or in which the employee has been requested to work.

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 institutes, etc. Sufficient documentation to evaluate the program, time spent, and effort expended must be submitted to the appropriate vice president.

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.

A Request for Education Growth Credit form must be completed by the employee prior to enrollment and submitted to the immediate supervisor and appropriate Vice President or designee for final approval of the individual coursework, etc. A Request for Educational Growth Credit 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.

A copy of the signed Request for Educational Growth Credit form will be held in the Personnel Office. Prior to October 15, the employee must provide the Personnel Office with Official transcript(s) of the college course(s), and/or documentation of work experience, summer institutes, research, etc.

Salary adjustment to the employee's base salary for each 15 Educational Growth Credits earned will be made on an academic year basis to the maximum of the Faculty/Counselor salary schedule. The employee's contract will be amended and the salary recalculated for payroll purposes. The biweekly payment will start no later than the last payroll in December and will be spread over the remaining biweekly pays.

Credit hours earned beyond the maximum will not be compensated.

A one-time incentive award of \$500 will be granted for earning a pre-approved degree.

