



FULL-TIME FACULTY REQUEST FOR EDUCATIONAL GROWTH CREDIT

Applicant Information

Employee Name: _____ Employee ID#: _____

Job Title: _____ Department: _____

Procedure:

- All requests for Educational Growth Credits (EGC) course work must be submitted to their immediate supervisor and appropriate College Officer for approval previous to enrollment in course work.
- Requested course work must relate to the employee’s area of principal assignment and the completion of the course work will enhance the employee’s job performance.
- Employee must provide proof of successful completion of Educational Growth credits requested. Please attach evidence of professional growth credits activities to this sheet.
- Requests for workshops, peer-reviewed conference presentations, and peer-juried reviews must be submitted previous to the event, or national publication in a peer-reviewed journal. EGC is not retroactive
- Failure to comply with the procedure may result in the revocation of the request.

I have read and agree to comply with the procedure herein.

Initials

Current Degree Status:

Choose an item.

Conference

Presentations

Choose an item.

Workshops

Other

Attachment

Peer-reviewed

Juried exhibitions

Publications

peer-reviewed

Journals

Seminar/Course title	Degree Program	University/Institution	Credit hours	Enrollment Date	Class Schedule

Supervisor / College Officer Approval

I agree the requested Educational Growth activity is related to the duties this employee is currently performing or prospective duties of a position to which this employee would reasonably be promoted.

Supervisor Signature

Date

College Officer

Date

Human Resources Verification

I have verified that the employee is eligible for Educational Growth Credit(s).

Human Resources Signature

Human Resources Reviewer

Date



ARIZONA WESTERN COLLEGE

EDUCATIONAL GROWTH FULL-TIME FACULTY MEMBERS

PURPOSE: Continued education directly related to the employee's job through college coursework, work experience, summer institutes, juried exhibition, 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.

SCOPE: EGC may be earned by any full-time faculty member with prior approval from the immediate supervisor and the College Officer or designee for Educational Growth activities that are directly related to the employee's area(s) of principal assignment.

PROCEDURE: A Request for EGC form must be completed by the employee prior to enrollment and submitted to the immediate supervisor and appropriate VP or designee for final approval of the individual coursework, etc. A request for EGC form may be completed for an entire degree program and submitted to the immediate supervisor and appropriate VP or designee for pre-approval of the entire course of study necessary for the degree.

A copy of the signed request for EGC form will be held in the HR office. Prior to October 15th; the employee must provide to Human Resources Office with the official transcript(s) of the college course(s) and/or documentation of work experience, summer institutes, juried exhibition, research, etc.

- Official documentation showing a grade of C or better, OR
- Certification showing satisfactory completion of the Educational Growth activity with supporting materials documenting seat time when the activity does not result in academic credit (Seat time of 15 Carnegie hours equals 1 credit hour), OR
- Official transcripts.

Salary adjustment to the base salary: Salary adjustment will be made to the full-time faculty's base salary on an academic year basis appropriate to the Faculty Salary Schedule.

Degree	Increase per credit
Bachelor	\$ 80.00
Master	\$ 90.00
Doctorate	\$ 100.00

Credit hours earned beyond the maximum will not be compensated.

Following the submission by October 15, the full-time faculty's contract will be amended and the salary recalculated for Payroll no later than December 15 of the same year.

A one-time incentive award of \$500 will be granted for earning a pre-approved degree higher than the current degree. This award will not be added to the full-time faculty's base salary.