

PROCEDURE MANUAL

 ARIZONA WESTERN COLLEGE <small>ARIZONA WESTERN COLLEGE</small>		PROCEDURE 415.4	
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		Last Revision Date:	09-06-2018
		Effective Date:	04-26-01
Section:	Human Resources	Subject:	Educational Growth for Full-time Faculty

PURPOSE

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

PROCEDURE

1. Scope

- 1.1 EGC may be earned by any full-time faculty member with prior approval from the immediate supervisor and the College Officer or designee when the following categories are directly related to the employee's area(s) of principal assignment, qualification, or in which the faculty member has been requested to work. The same education growth cannot earn credit in more than one category.
 - Course work
 - Work experience
 - Summer institutes
 - Juried exhibition
 - Performance
 - Research
 - Special studies
 - Peer-reviewed state, regional, national, or international conference presentations
 - Scholarly published work (2014: Articles in peer-reviewed publications)are 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 experience/activity cannot earn credit in more than one category.
 - 1.1.1 EGC outside of coursework can vary from 1-3 credits as determined by the appropriate College Officer or designee.
- 1.2 Course work must be at upper division or graduate level. Exceptions to this requirement must be approved in advance by the appropriate College Officer 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 must be accompanied by a recommendation from the immediate supervisor.
 - 1.2.2 The lifetime cumulative number of lower division semester credits counted for educational growth will not exceed 9 credits.
 - 1.2.3 There is no maximum limit for professional conference presentations or scholarly published work.

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- 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 (800 contact minutes) 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 College Officer or designee.
- 1.4 Credit evaluation for work experience will be determined based on continuity of assignment and hours of employment verified by official documentation. 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 peer reviewed, professionally acceptable material. Sufficient documentation to evaluate the program, time spent, and resulting outcomes must be submitted to the appropriate College Officer 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 work has resulted in acceptance for publication in a peer reviewed professional or trade publication. EGC awarded will be evaluated by the appropriate College Officer or designee prior to publication and credit will not exceed the equivalent of 3 credit hours for one body of work.
 - 1.6.1 EGC awarded for professional conference presentations will not exceed the equivalent of 3 credit hours for one conference presentation.
- 2. Request for Educational Growth
 - 2.1 A “Request for EGC” form must be completed by the employee prior to commencement of Educational Growth activity and submitted to the immediate supervisor and the appropriate College Officer 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 the Vice President for Learning Services or designee for pre-approval of the entire course of study necessary for the degree.

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- 2.3 Each request will be evaluated prior to approval to verify that the designated Educational Growth activity (item 1.1) clearly relates to the employee’s area(s) of assignment. This would also apply to the area in which the employee has been requested to work, course work that will enhance the overall teaching and learning process, and/or course work that will assist the faculty member in other professional responsibilities.
- 2.4 A copy of the signed “Request for EGC” form will be in the Human Resources Office. Prior to October 15, the faculty member must provide one of the following documents to the Human Resources Office:
 - 2.4.1 Official documentation showing a grade of “C” or better (or equivalent)
 - 2.4.2 Official transcripts
 - 2.4.3 Documentation of activities specified in 1.1.
3. Salary Adjustments
 - 3.1 Salary adjustments will be made to the full-time faculty’s base salary on an academic year basis appropriate to the Faculty Salary Schedule.
 - 3.2 Following the submission by October 15, the full-time faculty’s contract will be amended and the salary recalculated for payroll purposes. Human Resources will send the documentation to Payroll no later than December 15 of the same year.
 - 3.3 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.