

COLLEGE ADMINISTRATIVE PROCEDURE MANUAL

Procedure Title	Procedure Number	Page(s)	Date Adopted:
Faculty Salary			
Schedule Historical	DEA – II - c	12	08/26/2025
Information			

BASED ON BOARD POLICY

Section	Policy Title	Policy Number	Date Adopted:
D – Personnel	Compensation and Benefits: Compensation Plan	DEA	08/26/2025

PURPOSE

To provide historical context for the faculty salary schedule.

DEFINITIONS FOR FACULTY SALARY SCHEDULE POLICY

Unit – A plan for reimbursing faculty at the top of the previous salary schedule (with steps for 1 – 20 years of experience) based on the faculty member's completion of pre-approved professional development activities. Except for unit credits earned or approved before September 1, 2009, this program has been discontinued.

CREDIT FOR TEACHING EXPERIENCE

Effective with the 2008-2009 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule, with credit for the maximum number of years of experience increments (20), eligible to earn additional, permanent salary increases at the rate of \$100 per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2009-2010 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$546 (includes the \$100 approved 2008-2009 and an additional \$446 approved for 2009-2010) per additional year of teaching experience for 21 to 30 years of experience.

Procedure Number: DEA – II - c Page **1** of **12**



Effective with the 2010-2011 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$663 (includes the \$100 approved 2008-2009; \$446 approved 2009-2010; and an additional \$117 approved for 2010-2011) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2011-2012 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; and an additional \$7 approved for 2011-2012) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2012-2013 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; and an additional \$0 approved for 2012-2013) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2013-2014 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$677 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; and an additional \$7 approved for 2013-2014) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2014-2015 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; and an additional \$7 approved for 2014-2015) per additional year of teaching experience for 21 to 30 years of experience.

Procedure Number: DEA – II - c Page **2** of **12**



Effective with the 2015-2016 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; and an additional \$0 approved for 2015-2016) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2016-2017 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$705 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; and an additional \$21 approved for 2016-2017) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2017-2018 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$726 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; and an additional \$21 approved for 2017-2018) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2018-2019 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$741 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; and an additional \$15 approved for 2018-2019) per additional year of teaching experience for 21 to 30 years of experience.

Procedure Number: DEA – II - c Page **3** of **12**



Effective with the 2019-2020 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; and an additional \$15 approved for 2019-2020) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2020-2021 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; and an additional \$0 approved for 2020-2021) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2021-2022 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$779 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; and an additional \$23 approved for 2021-2022) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2022-2023 academic year, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule with credit for the maximum number of years of experience increments (20), eligible to earn additional permanent salary increases at the rate of \$818 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0

Procedure Number: DEA – II - c Page **4** of **12**



approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; additional \$23 approved 2021-2022; and an additional \$39 approved for 2022-2023) per additional year of teaching experience for 21 to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience.

Effective with the 2023-2024 academic year, a full-time faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1306 for 1 to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience for faculty members at the M+60 level (Step 18). A full-time faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,306 for years of experience. The maximum annual increment cap of 20 has been dropped. There shall be no annual increment cap for Doctoral level (Step 19) faculty members for teaching experience.

Effective with the 2024-2025 academic year, a full-time faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1345 for 1 to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience for faculty members at the M+60 level (Step 18). A full-time faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,345 for years of experience. There shall be no annual increment cap for Doctoral level (Step 19) faculty members for teaching experience.

Credit for Nursing Experience

Effective with the 2008-2009 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional, permanent salary increases at the rate of \$100 per additional year for years of experience 21 to 30.

Effective with the 2009-2010 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$546 (includes the \$100 approved 2008-2009 and an additional \$446 approved for 2009-2010) per additional year for years of experience 21 to 30.

Procedure Number: DEA – II - c Page **5** of **12**



Effective with the 2010-2011 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$663 (includes the \$100 approved 2008-2009, \$446 approved 2009-2010, and an additional \$117 approved for 2010-2011) per additional year for years of experience 21 to 30.

Effective with the 2011-2012 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; and an additional \$7 approved for 2011-2012) per additional year for years of experience 21 to 30.

Effective with the 2012-2013 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$670 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; and an additional \$0 approved for 2012-2013) per additional year for years of experience 21 to 30.

Effective with the 2013-2014 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$677 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; and an additional \$7 approved for 2013-2014) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2014-2015 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience, eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; and an additional \$7 approved for 2014-2015) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2015-2016 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience

Procedure Number: DEA – II - c Page **6** of **12**



and nursing work experience eligible to earn additional permanent salary increases at the rate of \$684 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; and an additional \$0 approved for 2015-2016) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2016-2017 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$705 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; and an additional \$21 approved for 2016-2017) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2017-2018 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$726 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; and an additional \$21 approved for 2017-2018) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2018-2019 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$741 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; and an additional \$15 approved for 2018-2019) per additional year of teaching experience for 21 to 30 years of experience.

Procedure Number: DEA – II - c Page **7** of **12**



Effective with the 2019-2020 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; and an additional \$15 approved for 2019-2020) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2020-2021 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$756 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved for 2018-2019; additional \$15 approved 2019-2020; and an additional \$0 approved for 2020-2021) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2021-2022 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate of \$779 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0 approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; and an additional \$23 approved for 2021-2022) per additional year of teaching experience for 21 to 30 years of experience.

Effective with the 2022-2023 academic year, a full-time associate degree nursing instructor with credit for the maximum number of years of experience increments (20) for teaching experience and nursing work experience eligible to earn additional permanent salary increases at the rate \$818 (includes the \$100 approved 2008-2009; additional \$446 approved 2009-2010; additional \$117 approved 2010-2011; additional \$7 approved 2011-2012; additional \$0 approved 2012-2013; additional \$7 approved 2013-2014; additional \$7 approved 2014-2015; additional \$0

Procedure Number: DEA – II - c Page 8 of 12



approved 2015-2016; additional \$21 approved 2016-2017; additional \$21 approved 2017-2018; additional \$15 approved 2018-2019; additional \$15 approved 2019-2020; additional \$0 approved 2020-2021; additional \$23 approved 2021-2022; and an additional \$39 approved for 2022-2023) per additional year of teaching experience for 21 to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience and nursing work experience.

Effective with the 2023-2024 academic year, a full-time associate degree nursing faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1,306 for 1- to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience and nursing work experience (10 years maximum) for associated degree nursing faculty members at M+60 level (Step 18). A full-time associate degree nursing faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,306 for years of teaching experience and nursing work experience. The maximum increment cap of 30 years for teaching experience has been dropped. There shall be no annual increment cap for Doctoral level (Step 19) associate degree nursing faculty members for teaching experience.

Effective with the 2024-2025 academic year, a full-time associate degree nursing faculty member at the M+60 level (Step 18) shall be awarded an annual increment of \$1,345 for 1- to 30 years of experience. There shall be a maximum of 30 years of compensated teaching experience and nursing work experience (10 years maximum) for associated degree nursing faculty members at M+60 level (Step 18). A full-time associate degree nursing faculty member at the Doctoral level (Step 19) shall be awarded an annual increment of \$1,345 for years of teaching experience and nursing work experience. The maximum increment cap of 30 years for teaching experience has been dropped. There shall be no annual increment cap for Doctoral level (Step 19) associate degree nursing faculty members for teaching experience.

Salary Calculation for Full-Time Computer Information Systems Faculty Members

NOTE: This section does not apply to any full-time computer information systems instructor hired after August 26, 1991; it continues to apply to full-time computer information systems instructors hired prior to this date.

Salary Increases for M + 60 and Doctoral Faculty with Maximum Experience

Except for unit credits earned or approved before September 1, 2009, this program has been discontinued. The salary value of activities approved before September 1, 2009, measured in

Procedure Number: DEA – II - c Page **9** of **12**



semester-hour-equivalency; each salary unit has a salary value of (one-fourth the annual increment) per contract year (9 mos. or longer).

Until the fall 2009 semester, a full-time faculty member at the M+60 (Step 18) or Doctoral (Step 19) level on the salary schedule, with credit for the maximum number of experience increments (20), was eligible to earn additional, permanent salary increases at the rate of (one-fourth the annual increment) per semester-hour equivalent by completing certain educational activities. This salary credit increment hereafter referred to as a "salary unit."

To be applicable for a salary unit under this section, each activity had to be approved, in advance of its commencement, by the appropriate Dean. Proposals were submitted in writing through appropriate administrative channels. The responsibilities of the Dean included determining the value of the activity and prescribing documentation required to verify successful completion of the activity.

The salary value of activities was measured in semester-hour- equivalency; each salary unit had a salary value of (one-fourth the annual increment) per contract year (9 mos. or longer).

Proposals were submitted at any time, and activities involved were commenced during or after the first year in which the faculty member received the maximum salary for his/her step on the salary schedule (M+60 and 20 years of experience or Doctoral and 20 years of experience). Salary credit for activities completed during a given year were effective the beginning of the following year. Activities accomplished prior to the 1983-84 contract year were not applicable. Except for activities earned or approved before September 1, 2009, this program has been discontinued.

The amount of salary increase earned by a faculty member under this section was limited to six salary units during a four-year period as defined below. The maximum salary credit earned under this section was 24 salary units.

All provisions of this section applied to M+60 and Doctoral faculty members alike, and advancement of a faculty member from M+60 to Doctoral after the effective date of this policy shall have no effect on the salary of the faculty member involved, or the administration of this section, except his/her salary will be increased by the difference between the M+60 and Doctoral base salaries.

Procedure Number: DEA – II - c Page **10** of **12**



Educational Activities for Salary Schedule Credit and Required Professional Development

Educational activities which may be considered for meeting the requirements of professional development or for use to gain benefits under the schedule are shown below. Faculty must first request permission from their respective Dean for credit on professional development or step credit. Each activity proposed will be evaluated primarily on the basis of its potential to improve instruction or to benefit the college in some related way. Faculty receiving funding from the college for any portion of an activity and/or course in support of their professional development will not be eligible for salary increases (step credit). Where there is not a cost associated with the activity and/or course, it is the discretion of the Dean as to whether or not the instructor is eligible for possible salary increases (step credit).

- 1. College courses in a faculty member's teaching field, related fields, or teaching/learning theory.
- 2. Conferences, clinics, seminars, symposia, workshops and similar activities. Attendance at short sessions involving only listening to speakers will not be considered for professional development or salary schedule credit. However credit for a session will be considered if active participation is required through some form of preparation, performance, testing, and/or follow-up work involving application of new knowledge to instructional responsibilities and the activity has at least 16 contact hours per credit hour requested. Generally no more than one credit hour will be awarded per week spent in the activity.
- 3. Work experience, professional performances, and creations.
- 4. Travel for which there is a well-defined plan of objectives.
- 5. Special projects.

Responsibility for Prior Approval and Documentation on Step Credit (Historical Information

All proposals for step credit must have prior approval from the appropriate Dean. Proposals are to be submitted through administrative channels. Faculty receiving funding from the college for any portion of an activity and/or course in support of their professional development will not be eligible for salary increases (step credit). All proposals submitted will be commented on by each person in the administrative channel; a copy of action taken by the Dean will be returned in a timely manner to the faculty member submitting the proposal. To allow time for accurate and definitive salary calculations for the new academic year, all documentation for professional development must be received in the appropriate Dean's office by August 1.

Procedure Number: DEA – II - c Page **11** of **12**



Failure to provide the documentation means credit for the activity and change in the individual faculty member's salary status shall be effective September 1 of the following academic year.

Procedure Number: DEA – II - c Page **12** of **12**