

31.01.99.D0.01 Salary Adjustments for Completion of Academic Degrees



Approved: April 25, 2017

Revised: January 5, 2018

November 26, 2019

Next Scheduled Review: January 5, 2021

Procedure Summary

Texas A&M University-Central Texas (A&M-Central Texas) will recognize and award full time budgeted faculty and staff through a one-time salary adjustment, upon completion of a baccalaureate, master's or doctorate degree in an academic field that relates to their current job duties.

Procedures

1. GENERAL

- 1.1 A&M-Central Texas will recognize and award, through appropriate salary adjustments, the completion of academic degrees by A&M-Central Texas budgeted faculty and staff.

2. REQUIREMENTS AND LIMITATIONS

- 2.1 Degrees earned must be from a regionally accredited institution and be directly related to the person's job duties or be applicable to another position within the university that the employee may apply for after completion of the degree.
- 2.2 Salary adjustments shall not be awarded for degrees earned as a condition/prerequisite to hiring.
- 2.3 Doctoral degrees typically recognized include the Doctor of Philosophy and the Doctor of Education; although others may be reviewed and considered for eligibility.
- 2.4 The following schedule will be used to determine the amount for the one-time salary adjustment to the employee's annual salary:

(a) Baccalaureate Degree - \$750

(b) Master's Degree - \$1,250

(c) Doctoral Degree - \$2,000

2.5 The effective date of salary adjustments for degree completion shall be the first day of the month following receipt of all approvals. Approvals should be initiated by the appropriate administrative unit head and approved by the appropriate vice president before being submitted to the President for signature approval. The effective date cannot be established prior to the conferral date of the degree provided on the official transcript or other written documentation demonstrating receipt of the degree.

2.6 Employees must submit official transcripts demonstrating receipt of the degree to the Office of Human Resources to implement the salary adjustment according to the guidelines of this procedure. Transcripts should be received in a sealed envelope.

2.7 The one time salary adjustment will be awarded for the first initial degree only. For example, a salary adjustment would not be made for a second Bachelor's degree or a second Master's degree.

Related Statutes, Policies, or Requirements

System Regulation [31.01.08 Merit Salary Increases](#)

Contact Office

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