

# 31.99.99.R0.04 Salary Adjustments for Completion of New Academic Degrees and Professional Certifications



Approved November 12, 2024  
Next Scheduled Review: November 12, 2029

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## Procedure Summary

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East Texas A&M University (the University) recognizes the need for faculty and staff to improve their job knowledge and skills by completing academic degrees and professional certifications. Full-time faculty and staff who choose to further their academic and professional credentials may receive salary adjustments for new academic degrees and professional certifications in addition to those with which they were hired. This procedure intends to provide standardized salary adjustments for completing academic degrees and professional certifications awarded by the University.

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## Procedures and Responsibilities

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### 1 EMPLOYEE JOB RESPONSIBILITIES

- 1.1 The new degree/certification must be related to the employee's job responsibilities.
- 1.2 Academic degrees must be earned at the University. Official transcripts and certifications must be sent directly from the Registrar's Office to the Provost's Office for faculty members and to Human Resources (HR) for staff members. The Provost's Office will forward a copy of the faculty degree/certification to HR for recordkeeping.
- 1.3 Employees will not receive any salary adjustment for earning a lower degree/ certification than already held.
- 1.4 Employees may receive only one salary adjustment for each degree/certification level. For example, if employees receive two master's degrees, they will only be awarded the salary adjustment for the first master's degree.
- 1.5 To be eligible for the salary adjustment, employees must have earned "Exceed Expectations" or higher job performance ratings during the previous two (2) evaluation cycles.

- 1.6 The salary adjustment will become effective upon Human Resources verifying the new degree/certification. The adjustment may not be applied retroactively for degrees/certifications received in previous fiscal years.
- 1.7 The employing department will initiate the Compensation Change process for the salary adjustment in Workday.
- 1.8 Professional certifications encompass a wide array of qualifications that can be earned through different pathways to validate expertise in a specific field (e.g., formalized study, standalone courses, required number of hours earned through a combination of hands-on experience and classroom instruction, etc.).
- 1.9 Employees must obtain pre-approval from their department head, dean/director, and Vice President/Provost before pursuing professional certifications. They must demonstrate that the certification will enhance their credibility in their current profession and benefit the University and that obtaining it will be conducted during their personal time.

## 2 SALARY ADJUSTMENT SCHEDULE (ADDED TO ANNUAL BASE SALARY)

- 2.1 Baccalaureate Degree - \$1,500
- 2.2 Master's Degree - \$2,000
- 2.3 Doctoral Degree - \$3,000
- 2.4 Professional Certification - \$750

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## Related Statutes, Policies, or Requirements

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System Regulation [31.01.01, Compensation Administration](#)

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## Contact Office

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