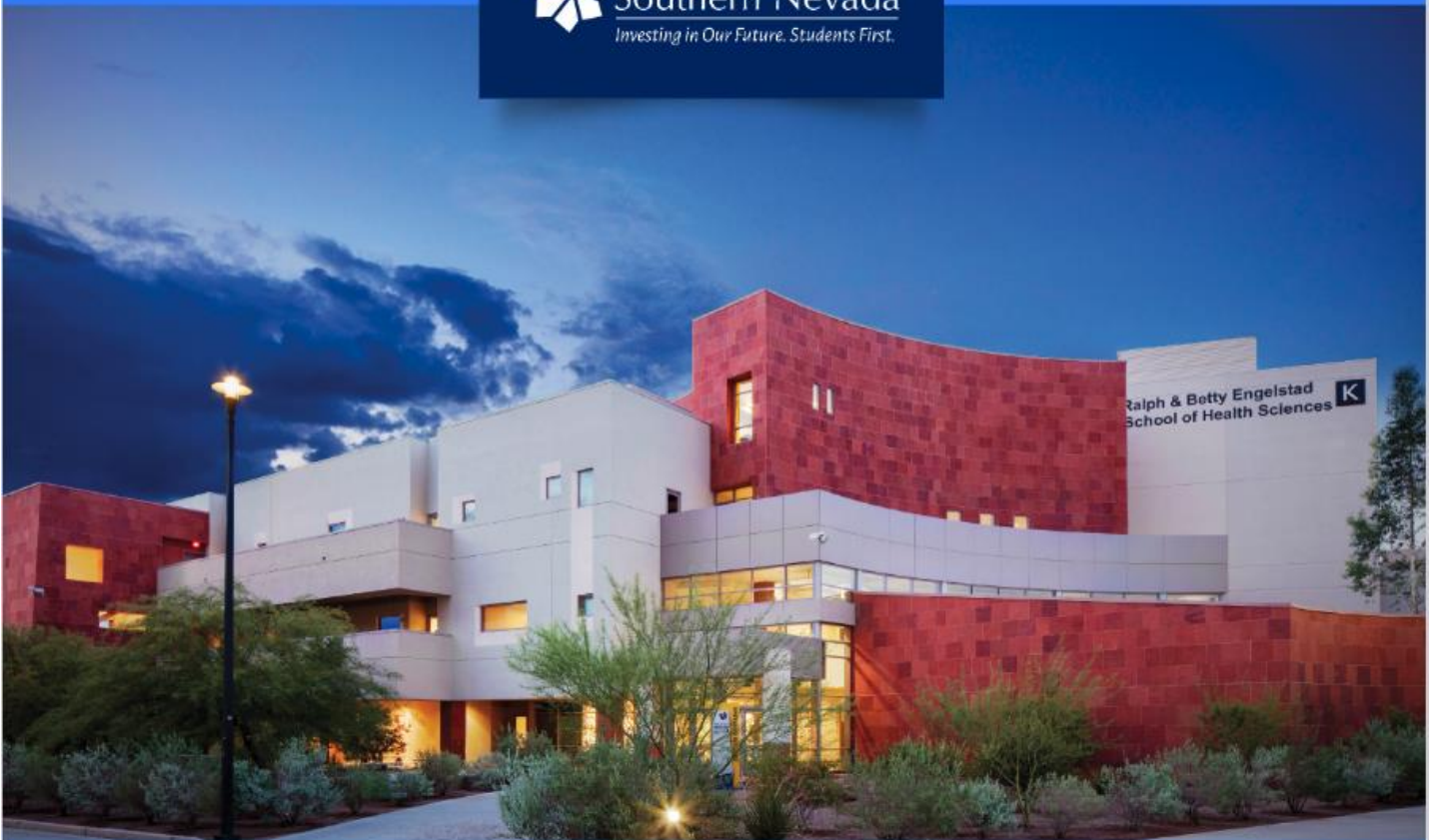


# CSN Professional Advancement

The Salary Advancement Process for Full-Time  
Tenure-Track and Tenured Faculty



# PROGRAM DESCRIPTION

The Professional Advancement Program is the mechanism through which an academic faculty member can advance to a higher level of compensation through completion of advanced degree programs, graduate level course work, and/or occupationally related coursework. All tenure track or tenured academic faculty holding a 0.50 FTE or above who are on the Academic Faculty salary schedule are eligible for the program.

The Professional Advancement Program is outlined in the NSHE Board of Regents [Procedures and Guidelines Manual](#) (Chapter 3, Section 4) and in the [NSHE Board of Regents Handbook](#) (Title 4, Chapter 3, Section 35).

Paths for advancement include:

- Degree programs from a regionally accredited institution of higher learning;
- Credit course work from a regionally accredited institution of higher learning;
- Occupationally Related Coursework (ORC) including, but not limited to, seminars, conferences, webinars, online courses, CAPE sponsored programs (15 clock hours = 1 unit of credit), and CSN courses (3 credits = 45 clock hours);
- A combination of the above.

Movement on the salary schedule can only occur consistent with the fiscal year contract.

Exceptions must be approved by the CSN President.

Additional details are available on the [Professional Advancement Committee web page](#) and GoCSN tile.

View the Professional Advancement Program tile in [go.csn.edu](http://go.csn.edu)



## THE PROFESSIONAL ADVANCEMENT COMMITTEE (PAC)

The Professional Advancement Committee is a standing committee of the Faculty Senate. The committee reviews all applications for grade advancement on the academic salary schedule, and forwards its recommendations to the Vice President of Academic Affairs or the Vice President of Student Affairs. The Vice President then forwards the application to the CSN President for final approval. CSN Human Resources maintains all final records relating to an individual faculty member's professional advancement efforts.

The Professional Advancement Committee will consider degrees awarded and course work completed at international institutions of higher learning only after a foreign credentials evaluation is completed. Fees for this service are the responsibility of the individual requesting the evaluation.





## STEPS FOR APPLYING

1. Determine what "grade" you're currently in on the faculty salary schedule. Grade placement can be found in Workday, or contact a Human Resources representative.
2. Once you know what grade you're in, you can determine what it will take to advance to the next grade. Advancement occurs from the accumulation of professional development. Degree programs before you were hired should have been considered when placing you in your current salary grade.

**To advance from Grade 1 to Grade 2**, you will need: An Associate's degree + 60 upper level undergrad credits, or an Associate's degree + 900 ORC hours (or a combination of credits + ORC)

**To advance from Grade 2 to Grade 3**, you will need: a Master's degree, or a Bachelor's degree + 30 graduate credit hours, or a Bachelor's degree + 450 ORC hours (or a combination).

**To advance from Grade 3 to Grade 4**, you will need: a Master's degree + 30 graduate credit hours, or a Master's degree + 450 ORC hours (or a combination).

**To advance from Grade 4 to Grade 5**, you will need: an earned doctorate degree or seminal degree in your discipline to advance to grade 5.

3. Applications are submitted in GoCSN through the Professional Advancement Program tile. Under the menu option for "My Applications" click the button to "Create New Application." Then tabs (or "breadcrumbs") will appear at the top of the screen that you would click through to fill out forms to complete the application.



*“The hard work and continued development is easily recognized by the Professional Advancement program. Explore the possibilities.”*

-Colleen Harrington, Ph.D.

### Evidence Required

**Degree program/credit courses:** Attach a description of the degree program and a list of courses required to complete the degree. The PAC committee will consider the degree program as a whole, making applications for individual courses unnecessary. Verification of degree and individual credit course completion is by official transcript. If you are starting a degree program, you can submit the application in advance so the committee can review and determine if it will apply to the program. If you have already completed a degree program or credit courses after the time of hire or that were not included in the time of hire, you must also attach unofficial transcripts to your application as evidence of successful completion. Official transcripts should be sent directly to HR.

**ORC hours:** Attach a published course description that includes learning outcomes and a certificate of completion or other proof of completion. For conferences, an annotated conference schedule and/or notes may be acceptable. The more information, the better! Provide as much detail as possible in the "rationale" section of the application, explaining how what you learned in the class/webinar/CAPE session/ conference is relevant to your job.

### Make it Count

Since the program's purpose is to compensate faculty for professional development, activities should be related to advancing your knowledge in your field. Keep in mind that required CSN trainings (such as Sexual Harassment classes) or degree programs that HR already considered when placing you in your salary grade (upon your initial hire) are not accepted.

### Keep Track

The online Professional Advancement Program portal can run reports, but it's important for you to track your applications and hours so you know when it's time to apply for salary advancement!

Don't forget to keep on top of your applications as they go through the process (see next page). You can always follow up with your supervisor(s) to make sure they've seen your applications.

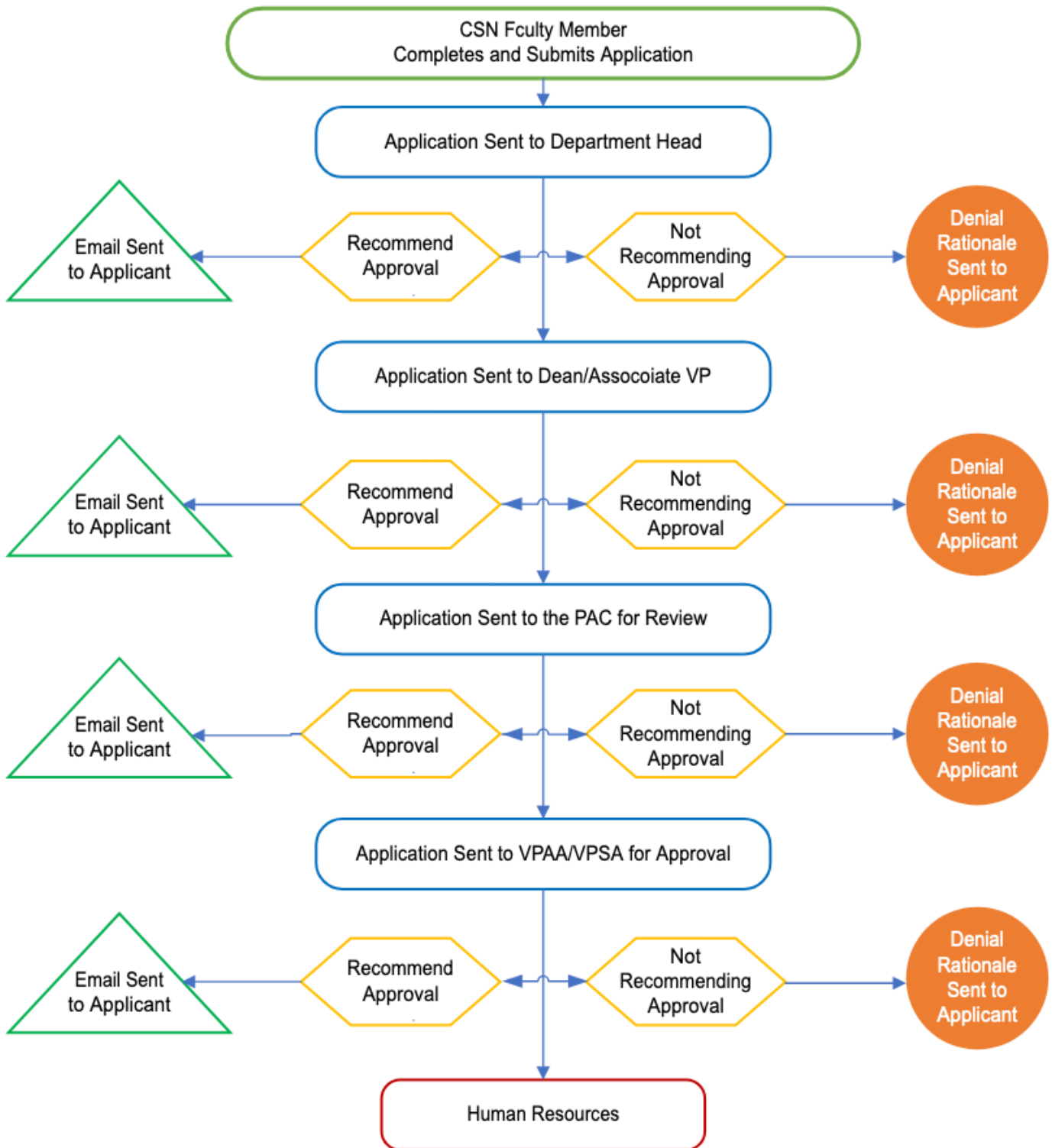
### Keep in Touch

If you have questions, contact the Professional Advancement Committee Chair listed on the PAC website:

<https://www.csn.edu/faculty-senate/professional-advancement-committee>

# WHAT HAPPENS NEXT?

How Your Application is Reviewed and Approved



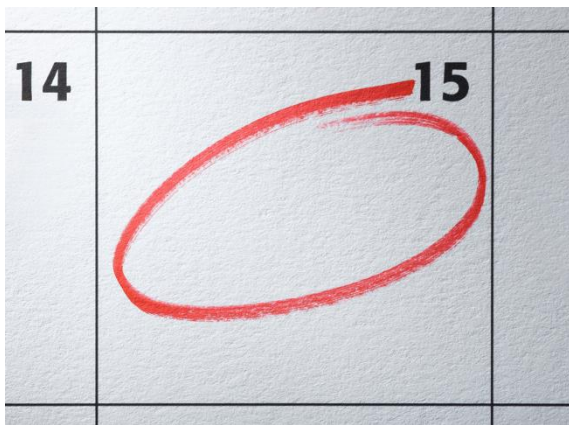
An appeals process is available through the Faculty Senate. Please see the NSHE Procedures and Guidelines Manual, Chapter 3, Sections 3D.

## Additional Information

# IMPORTANT DEADLINES

Occupationally related coursework must be submitted within one year of the date of completion.

Salary Advancement applications must reach the committee by April 15 so there is adequate time to review and send to the VPAA/VPSA before the semester ends. Please notify the chair by that date if your degree will be completed in June, July, or early August to avoid delay in reviewing/approval of your grade advancement.



*"CSN is supportive in my higher education goals. The process of applying for professional advancement was easy and quick, thanks!"*

-Cassie Gentry, M.Ed., RHIA, CHP

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### Non-Discrimination Statement

CSN is an equal Opportunity/Affirmative Action Institution.

For more information, visit <https://www.csn.edu/eeoaa-institution>