



**Wharton County
Junior College**

ADMINISTRATIVE PROCEDURE MANUAL

WCJC Title: Credit Above a Master's Degree (Faculty)

Section D: Personnel

Policy Title: Compensation and Benefits

Policy: DEA (Local)

Subtitle: Salaries and Wages

Date Adopted: 09/01/2026

Purpose

Defines the salary increase procedure for full-time faculty for the post-employment completion of a doctoral degree. This procedure applies only to full-time faculty who have obtained a master's degree prior to employment with the College but have not yet obtained a doctoral degree.

Procedure

During the hiring process, the Human Resources Department completes a "Worksheet for Calculating Equated Experience" form for all full-time faculty to determine a candidate's placement on the appropriate salary schedule. This process includes consideration of all transcripts provided during the hiring process.

Following employment with the college, full-time faculty members who complete a doctoral degree may be eligible for a salary increase, depending on the course(s) completed and the relevancy of that coursework to their position at the College.

Upon completion of a doctoral degree, the employee is responsible for completing the "Credit Above a Master's Degree" form. The employee must route the form for signature to their respective Department Head/Program Director, Division Chair, Dean, and the Vice President of Academic Affairs and Provost. Once all signatures are obtained, the form should be submitted to the Human Resources Department.

The employee must order and submit their official transcript(s) directly to the Human Resources Department. Only doctoral degrees from accredited institutions will be eligible for consideration. The Human Resources Department can provide verification of accredited institutions.

Once the request has been submitted to and verified by the Human Resources Department, a "Personnel Action Form" (PAF) is submitted through the appropriate channels to officially change the faculty's pay. Once the PAF has been signed by the President and returned

to the Human Resources Department, the salary increase will be processed and the faculty member will receive a new contract reflecting their updated salary for the next fiscal year.

Requests for increases are granted once per year at the beginning of the fiscal year. All fully-executed "Credit Above a Master's Degree" forms and applicable transcripts must be received by the Human Resources Department prior to June ^{1st} in order for the request to be processed for the next fiscal year.