

**PRE-APPROVAL REQUEST
FOR CERTIFIED SALARY ADVANCEMENT**
(Print or type and submit to Human Resources Office for approval)

Name (Please Print or Type)

Employee ID Number

School

Position / Subject Taught

Below are two options for Salary Advancement. Please choose which type of Pre-Approval you are selecting and complete appropriate box. Course descriptions are required for Core Content coursework. Incomplete forms will be returned to employee and must be resubmitted to Human Resources.

Pre-Approval of Degree Program

University: _____

Degree and Major: _____

Start Date: _____ **End Date:** _____

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES OR DESIGNEE

Degree Program is allowable within the guidelines as specified by contract? ___ Yes ___ No

I certify that the applicant is eligible to request Salary Advancement according to the guidelines and pending satisfactory completion of this request.

Executive Director for Human Resources

Date

Pre-Approval of Core Content Coursework

University: _____

Course Title: _____

Course #: _____ **# Semester hours:** _____

Start Date: _____ **End Date:** _____

Is this also part of a Degree program you are enrolled in? ___ Yes ___ No

If yes, list Degree and Major _____

Course Description Attached *(Required)*

TO BE COMPLETED BY THE EXECUTIVE DIRECTOR FOR HUMAN RESOURCES OR DESIGNEE

Core Content Coursework is allowable within the guidelines as specified by contract? ___ Yes ___ No

I certify that the applicant is eligible to request Salary Advancement according to the guidelines and pending satisfactory completion of this request.

Executive Director for Human Resources

Date

Applicant Signature

Date