

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



Revised December 18, 2025
Next Scheduled Review: December 18, 2030

Procedure Summary

East Texas A&M University (University) recognizes the need for staff to improve their job knowledge and skills by completing academic degrees and professional certifications. 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.

Procedures and Responsibilities

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 Human Resources (HR) for staff members.
- 1.3 Staff will not receive any salary adjustment for earning a lower degree/ certification than already held.
- 1.4 Staff 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, staff 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 Staff must obtain pre-approval from their department head, dean/director, and Vice President 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

Related Statutes, Policies, or Requirements

System Regulation [31.01.01, Compensation Administration](#)

Revision History

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