



# Faculty Salary Credit Form

In accordance with Article XIX (E) of the Agreement Between Central Ohio Technical College and the United Faculty/Central Ohio Technical College, AFT/OFT effective September 1, 2019, through August 31, 2022, I submit the attached official transcript(s) reflecting successful completion of my first master's or doctoral degree, and/or official documentation of a discipline-related certification (maximum of five, including those allowed as an incoming faculty member) as approved by the designated administrator.

Degrees or certifications must be conferred on or after October 1, 2013. Salary credits are effective the pay period including September 1 following confirmation of the respective degree(s) or certification(s).

I have completed (check all that apply):

- First master's degree
- First doctorate
- \_\_\_\_\_ Discipline-related certification(s)  
(Enter #)

Please adjust my base salary accordingly in the pay period including September 1 following degree or certification conferral.

Faculty signature	Legibly printed name	Date
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Dean/Academic Director signature	Legibly printed name	Date
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Provost signature	Legibly printed name	Date
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**Vice President for Academic Affairs should forward completed form and all original transcript(s) and/ or certification(s) documentation to the Office of Human Resources.**

**OHR Use Only—mark all that apply:**

1<sup>st</sup> master's degree (9-month faculty=\$3000; 12-month faculty=\$4000)

1<sup>st</sup> doctoral degree (9-month faculty=\$3000; 12-month faculty=\$4000)

Certification(s) \_\_\_\_\_ x amount (9-month faculty=\$100; 12-month faculty=\$133) = \_\_\_\_\_

**Total salary credits \$** \_\_\_\_\_

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**Director, Human Resources** \_\_\_\_\_ **Date** \_\_\_\_\_