The Professional Advancement Process

Salary advancement for tenure-track academic faculty

e-mail: pac@csn.edu
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 course work. All tenure track academic faculty holding a .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 3) and in the NSHE Board of Regents Handbook (Title 4, Chapter 3, Section 38).

- Degree Programs from a regionally accredited institution of higher learning.
- Credit Course Work from a regionally accredited institution of higher learning.
- Occupationally Related Course Work including, but not limited to seminars, conferences, self-study courses, online courses, CAPE sponsored programs (15 clock hours = 1 unit of credit), and CSN courses (3 credits = 45 clock hours).

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 pages.

http://www.csn.edu/pages/910.asp
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 for Academic 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.
Guidelines for Applying


2. Submit application to the committee PRIOR to beginning a degree program or credit courses. Occupationally related course work must be submitted within one year of the date of completion.

3. Applications are submitted online at https://connect.csn.edu/ProfessionalAdvancement. Log in with your Active Directory username and password.

4. Application to begin a degree program must include a list of courses required for degree completion. The committee will consider the degree program as a whole, making application for individual courses unnecessary.

5. Verification of degree and credit course completion is by official transcript. Completion of occupationally related course must be verified by documentation of attendance: a signed course completion certificate from the sponsoring organization, a confirmation email from the sponsoring organization (for Webinars), or an annotated conference schedule.

6. Completion of a degree or course work occurring in June, July, or August may render the faculty member eligible for salary advancement on July 1. The applicant must notify the committee no later than April 15. This allows the advancement to be finalized by Human Resources in time for the new contract.

7. Official transcripts must be received in the Office of Human Resources before the official academic faculty return date each fall. This date varies from year to year.
“The hard work and continued development is easily recognized by the Professional Advancement program. Explore the possibilities”** Colleen Harrington, Ph.D.

“Great perk of the job; it was an incentive for me to pursue my Ph.D. Also, applying for professional advancement was a relatively easy process”** Dr. I. Coons, Ph.D., RN, CNE

“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

Nondiscrimination Statement

Non-discrimination Statement: The College of Southern Nevada (CSN) is committed to nondiscrimination on the basis of race, color, ethnicity, national origin, sex, sexual orientation, gender identity or expression, genetic information, religion, age, disability, military or veteran’s status, in admissions, educational programs or activities, and employment as required by applicable federal and state laws and regulations.

Responsibility for coordination of compliance efforts and receipt of inquiries concerning Title VI, Title VII, of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disability Act of 1990, has been delegated to Debbie Tanner, Compliance Investigator II, Charleston Campus - 6375 West Charleston Blvd., Office E-128, Las Vegas, NV 89146, (702) 651-5783, debbie.tanner@csn.edu.

For further information contact the Office of Civil Rights at 1-800-421-3481 or visit http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm for the address and phone number of the office that services the area.