

HUMAN RESOURCES

Salary Schedules and Guidelines

Salary Guides--Credit Beyond Bachelor's Degree

This regulation supersedes Regulation 4621.4.

I. PURPOSE

To prescribe procedures for awarding salary credit to teacher-scale personnel upon completion of additional coursework beyond the bachelor's degree.

II. SUMMARY OF CHANGES SINCE LAST PUBLICATION

Section IV.B.3. has been revised to reflect that academy (noncollege) credit is offered through the Department of Professional Learning and Training.

III. ELIGIBILITY

- A. A new or in-service employee on the teacher salary scale who holds a bachelor's degree from a regionally accredited institution and who has completed a level of coursework beyond the bachelor's degree from a regionally accredited college or university is eligible to apply for additional salary credit according to the following increments:

Bachelor's degree plus 15 semester credits (BA+15)

Bachelor's degree plus 30 semester credits (BA+30)

Master's degree (MA) (a juris doctorate qualifies as master's level for salary credit)

Master's degree plus 30 semester credits (MA+30)

Doctoral degree

- B. The term "accredited" refers to an institution of higher learning approved by the Virginia Board of Education or, in the case of out-of-state institutions, by their own state boards of education and by recognized regional and national accrediting agencies. Foreign school credits must be approved by the Virginia Department of Education.

IV. GUIDELINES FOR APPROVAL OF ADDITIONAL SALARY CREDIT

A. Guidelines for Course Credit Acceptability

1. All graduate credits must be taken subsequent to the completion of the bachelor's degree or the master's degree. The master's degree and doctoral degree must be related to the teaching assignment, to the addition of a license endorsement, or to professional advancement in the field of education (e.g., administration, supervision).
2. Credits for all acceptable courses taken more than ten years prior to the date of the application shall not apply toward additional salary credit.

B. Other Acceptable Courses

1. Undergraduate Courses in Critical Fields

Undergraduate courses taken after the conferral of the bachelor's degree in order to meet an endorsement requirement in an area designated as critical to the employment needs of the school system are acceptable for additional salary credit. Teachers new to the system may apply for additional salary credit for undergraduate courses in critical fields taken subsequent to the bachelor's degree and prior to their employment.

2. Critical Fields

Subject areas designated as critical to employment needs are identified in a Supergram announcement in September of each year by the Department of Human Resources staff and remain in effect until August 30 of the following year. Additional salary credit shall be awarded to the employee at the time when the critical field endorsement is added to the teaching license. Courses begun during the year in which a field was identified as critical shall be honored for additional salary credit during subsequent years.

3. Noncollege Credit

Approved academy (noncollege) credit offered through the Department of Professional Learning and Training may be applied toward additional salary credit.

4. Technical School Credit

Accredited technical school credits may be applied toward additional salary credit if approved in advance, in writing, by the Department of Human Resources.

5. Continuing Education Units (CEU)

Regulation 4621.5

Page 3

- a. Prior written approval of the assistant superintendent, Department of Human Resources, must be obtained before CEUs may be applied toward salary credit beyond the bachelor's degree for those teacher-scale assignments meeting the following criteria:
 - (1) Assignment must be in a field in which the school division is faced with significant recruitment and retention problems (e.g., occupational therapists or physical therapists).
 - (2) Assignment must be in a field in which graduate-level and academy (noncollege) credit courses are not readily available.
- b. Continuing education units that have been approved for recertification purposes and that have also been approved for salary credit shall be calculated as follows:
 - (1) 1 CEU = 10 contact hours
 - (2) 1 semester hour = 15 contact hours
 - (3) 1 semester hour = 1.5 CEUs
 - (4) 22.5 CEUs = 225 contact hours = BA+15
 - (5) 45 CEUs = 450 contact hours = BA+30

C. Course Credits Not Eligible for Additional Salary Credits

The following types of courses or credits do not meet the eligibility requirements for additional salary credits.

- 1. Undergraduate credits taken after receiving a bachelor's degree but prior to employment with the school system.
- 2. Undergraduate courses taken for purposes other than the addition of a license endorsement in a critical field.
- 3. Coursework taken to remove Virginia's state-required licensure deficiencies by new and in-service teachers.
- 4. Correspondence courses.
- 5. Continuing education units (CEUs) in noncritical fields and in-service training courses taken in school systems other than Fairfax County Public Schools.
- 6. Noneducational coursework (e.g., religion courses taken at divinity schools or theological seminaries, real estate courses).

7. A juris doctorate is not the equivalent of a doctorate for salary credit.

V. APPLICATION PROCESS

Additional salary credit shall be granted only at the written request of the employee and upon receipt of an official transcript. Request for Additional Salary Credit forms are available at all work stations. Employees are also responsible for counting credits toward additional salary and for ensuring that all necessary official transcripts in support of their additional salary credit requests accompany the applications to the Department of Human Resources.

Application may be made at any time the employee becomes eligible for an increment; however, salary adjustments are implemented on one of two dates--February 1, for coursework completed between September 1 and January 31, and the start of the employee's contract, providing all coursework was completed by the opening day of the school term. Salary credit shall not be made retroactive to a previous fiscal year.