

GENERAL GUIDELINES FOR TEACHERS APPLYING FOR PROFESSIONAL GROWTH

SALARY INCREMENTS: **B+15, B+30, Masters, M+15, M+30, M+45, Doctorate**

For

complete details of this regulation, see 14 DE Admin Code 1507 (Effective 7/1/04)

1. **B+15, B+30:** You must be enrolled in a matriculated Master's program to qualify. Courses must be listed individually. You may not submit "miscellaneous" graduate credits from different universities. Undergraduate, Inservice, or CEU's may not be used.
2. **MASTER'S and DOCTORATE:** You must submit an official transcript showing the conferral of your degree in order to be paid at the Master's or Doctoral level. It is not necessary to list every course.
3. **M+15, M+30, M+45:** If you currently hold an approved PLUS for a Master's degree, you may accrue credits by:
 - Earning credits through a graduate-level course of study clearly related to your professional responsibilities (example: ARTC coursework is a *Graduate Level Course of Study*)
 - Earning credits toward a second Master's degree (See #9 - Acceptable Professional Degrees)
 - Earning credits toward a Doctorate degree (See #9 - Acceptable Professional Degrees)
4. **Graduate Level Course of Study** means a non-matriculated but focused and coherent program of study (e.g. certificate program) which is directly linked to professional responsibilities. **District Personnel Directors will determine if the course of study is related to the educator's responsibilities.** Courses of Study must be a minimum of 6 semester hours of related coursework.* Graduate level courses of study apply only to the M+15, M+30, and M+45.) *See additional guidelines.
5. **TRANSCRIPTS:** Submit OFFICIAL transcripts from a regionally-accredited college or university. If sent prior to your current application, write "*on file at DOE*" on your application; otherwise, transcript must accompany the application form.
6. **GRADES LIPS:** If gradeslips are submitted rather than an official transcript, the college or university must submit verification that you are enrolled in a matriculated Master's program and must state the title of the program (ex: "*Educational Administration*" or "*Primary K-4*"). This verification is **not** required if official transcript is submitted and name of program is stated on the transcript. Official transcripts are preferred.
7. **DEGREE CONFERRAL:**
 - a) Official transcript(s) must be on file showing the date degree was conferred before a plus will be approved. A letter from the college stating completion of the requirements is NOT sufficient to approve the salary increment.
8. **ACCEPTABLE GRADES:** Must be a grade of "B" or higher *or* satisfy the granting institution's standard for graduate level coursework. In the case of "*pass-fail*," a grade of "*pass*" is acceptable.
9. **ACCEPTABLE PROFESSIONAL DEGREES:** Master's and Doctorate degrees must be directly related to an area or specialty in which the educator is employed, which has been identified as an area of critical need, or which the District or Charter School in which the educator is employed has requested the educator to pursue. (This request must be in writing and must be submitted with the completed application.)
10. **EFFECTIVE DATES:** Salary Increments are effective the 1st day of the month following completion of the program or course, *or* the conferral of the degree. Applications received after June 1st will be approved effective the first day of the next fiscal year.
11. **SUBMITTING YOUR APPLICATION:** Your application for Professional Growth Salary Increments must be submitted on Form # CPC-255-R2004a through your District Personnel Office. Applications may be submitted at any time during the school year. The application must have your signature and the signature of the Personnel Director. Do not submit photocopies of the application. Applications submitted on outdated forms will be returned to the personnel office.

COURSES OF STUDY GUIDELINES

- The Course of Study is *one* of the three options for educators who already hold a Master's degree to move on the salary scale (M+15, M+30, M+45).

UNDERGRADUATE LEVEL COURSES OF STUDY

- **For this school year only**, 2004-2005, an educator who already holds a Master's degree may also use undergraduate courses to move to a M+, but these courses must be in the educator's **CONTENT AREA** (such as math, science, social studies, or special education). For example, Geometry 101 and Calculus 102 could make up an undergraduate course of study for the math teacher who already has a Master's degree if those courses were not already taken at the undergraduate level.
- Pedagogy courses (i.e. courses that begin with the EDUC prefix such as *Methods of Teaching Math*, *Multicultural Education*, and *Effective Teaching Strategies*) will **not** be accepted at the **undergraduate level**.
- The undergraduate course of study must consist of a minimum of 6 semester hours. The courses involved do not need to be completed at the same institution. Teachers may also complete more than 6 semester hours of undergraduate level coursework in their content area. For example, the educator may take a 6 semester hour course of study in reading and a 9 semester course of study in special education to achieve a 15 semester hour PLUS credit.
- Educators using undergraduate courses of study **MUST** submit the PLUS application no later than June 1, 2005 in order for those credits to count.

GRADUATE LEVEL COURSES OF STUDY

- All Graduate Level Courses of Study must consist of graduate level courses that have a course number of 500 or higher or are somehow designated by the college as "graduate level." A Graduate Level Course of Study could include also undergraduate coursework. For example, 3 graduate level math courses and 2 undergraduate math content courses would make up a course of study in math.
- The graduate level course of study must consist of a minimum of 6 semester hours **that are related in content**. In addition, courses do not need to be completed at the same institution. For example, the educator could take a course of study consisting of graduate level courses in each of the following areas: Six semester hours in Educational Administration and 9 semester hours in their content area. Unrelated, "miscellaneous" courses (one course in 5 different areas, for example) would not be accepted.
- Courses taken at the graduate level as a Graduate Level Course of Study may be *either* content **or** pedagogy as long as they are a related course of study.

COURSEWORK SUBMITTED AS A COURSE OF STUDY MUST BE INDICATED AS SUCH ON THE PLUS APPLICATION.