**Section 1600.740 Education Credits**

a) Faculty and professional staff shall receive a horizontal salary index adjustment of five (.05) index points for every fifteen (15) hours of education credits above a Masters degree up to sixty (60) hours. An earned Doctorate will yield an additional five (.05) index points for a total of twenty-five (.25) maximum.

b) If any faculty or staff member is short by one-half or less of one credit hour from any of the horizontal categories (MA or MS + 15, 30, 45, or 60) as defined in the salary schedule, he/she is to be considered equivalent to the said category for salary computation purposes.

c) In order to be counted toward the additional fifteen semester hours required for a salary index adjustment, the credits earned shall be in courses related to the faculty member's job description.

d) A faculty member in the vocational-technical area with less than a bachelor's degree shall receive a salary index adjustment of 0.05 for each 300 contact hours of additional vocational training in his specialized area, up to a maximum of 600 contact hours.

e) Credits will be reviewed annually for possible salary index adjustments. A faculty member shall notify the Director of Personnel Services, no later than the first week of the Spring Quarter of additional credits earned, or expected to be earned by June, in order to receive consideration for salary index adjustment in the next academic year.