

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/2014**

**Number: 07-25**

**Section: Human Resources**

**Subject: Professional Development Plan for Non-Classified Employees**

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In order to recognize non-classified employees for professional development efforts, a one-time reward will be given for attainment of the following:

Associate Degree	\$1,000
Completion of Technical Program	\$1,500
First Professional License/Certification	\$1,500
Bachelor Degree	\$2,000
Master Degree	\$3,000
Specialist Degree	\$4,000
Doctoral Degree	\$5,000

Employees must complete the Professional Development Plan and receive approval from their Supervisor, Human Resources, and Vice Chancellor. The plan must be submitted to Human Resources prior to the completion of the degree program.

- Approved degrees must be from regionally accredited institutions and be relevant to the employee's position.
- To be eligible, employees must be in a full-time position a minimum of one year prior to completion of the degree.
- To be eligible, the degree must not be a special requirement or minimum qualification established by the official class specification for the employee's current position.
- Employees must provide proof of completion to Human Resources no later than 15 business days after graduation.
- All documentation is required prior to payment.

## APPLICATION PROCESS

1. Employee must submit a written request utilizing the Professional Development Plan.
2. The request must be reviewed and approved by the Department Head and Vice Chancellor and forwarded to Human Resources.
3. Final approval must be obtained from the Human Resources Department.
4. Upon review of the individual performance plan, Human Resources will notify the employee of whether or not the plan meets the program requirements.

## DEFINITIONS

The following definitions are provided to outline the degrees that are eligible for award under the Operating Procedure. This information is based upon definitions provided by the Arkansas Department of Higher Education.

1. **Associate degree (two years or more):** a degree granted upon completion of a program that requires at least two, but fewer than four, academic years of postsecondary education. It includes a level of general education necessary for growth as a lifelong learner and is comprised of 60-72 semester credit hours. There are four types of associate degrees:
2. **Baccalaureate (bachelor's) degree:** a degree granted upon completion of a program that requires four to five years of full-time college work and carries the title of bachelor.
3. **Master's degree:** a degree which requires at least one, but no more than two, full-time equivalent years of study beyond the bachelor's degree.
4. **Specialist degree/certificate:** a degree or certificate carrying the title of specialist, which requires completion of a program or study beyond the master's degree but does not meet the academic requirements of a doctor's degree. Also called a post-master's certificate.
5. **Doctoral degree:** a degree awarded upon completion of an educational program at the graduate level which terminates in a doctor's degree.

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