

SALARY ADVANCEMENT FOR NON-ACADEMIC TRAVEL EXPERIENCE

Credit for experience is available for travel that is directly related to one's teaching area or assignment. As the applicant, take care with your proposal and present your application in the best possible form to help your colleagues on the committee to see the growth you propose or have experienced. The activity should show professional growth objectives that will improve your teaching or educational leadership skills.

What are the guidelines used for travel experience?

- Advancement for professional growth travel presumes extended trips designed primarily for specific educational objectives.
- 10 days of professional activity experience within a 14-day period would qualify for one credit. The maximum credit, which may accrue in this category, is twelve (12) credit hours for a total of 120 days. If travel experience is less than 10 days see Other Professional Activity.
- Activities that do not support objectives, such as travel where the primary purpose is personal vacation, may not be counted.
- The itinerary and plan must be different than travel previously used for salary advancement.
- Within 90 days of completing the professional experience, an FPG application and evidence of the travel experience (ex. receipts, itinerary, etc.) must be submitted.

How do I apply?

Application Process: Salary Advancement for Non-Academic work

- Within 90 days complete the application for non-academic advancement form under myFPG.
- Specify your objectives in the rational portion of the application.
- This type of application requires evidence of the travel completed. Evidence may take the form of travel tickets, receipts for lodging, etc. Only one copy of the evidence is required to be submitted. Attach to your original application.
- Provide a detailed itinerary showing the accomplishment of your objectives for the travel.
- Have the completed application signed by your college FPG advancement representative. You are encouraged to review your application with your representative in order to assure completeness.
- This type of application goes for full sub-committee review which requires 10 copies plus one copy is needed for the FPG office file, and one copy is for you to keep (a total of 12). Submit your application to your representative for signature. The completed materials need to be sent to the Faculty Professional Growth District Office.