

Faculty Coursework FAQ

(Salary Columns & Credits Beyond Degree)

Q: How does my degree and coursework beyond degree impact my initial salary column placement?

A: Your initial placement is based on:

- Your highest earned degree, and
- Completed 15-credit increments of graduate coursework beyond that degree.

Q: What happens if I have more than 15 credits beyond my degree?

A: Any credits beyond a completed 15 credit increment are to be tracked by the faculty member and saved for future submission.

- Exception 1): On rare occasions requests with greater or less than 15 credit increments will be accepted. This is only acceptable if total credit hours cannot be broken down into a 15 hour increment.
 - Example:
 - Completed 4 classes at 3 credits each and 1 class at 4 credits = total of 16 credits earned.
 - Upon a submitted form, 15 of these credits will be applied to the column advancement. Leaving 1 credit as carry over.
 - The next column advancement request / increment of credits turned in is 14. As 1 credit hour of carryover is recorded, and 14 credits earned = 15 credit increment
- Exception 2): Faculty employed as of July 1, 2025 may have carryover credits from the transition to the new salary schedule structure. They may submit in less than 15 credit hour increment, one time, to 'catch up' to the new salary schedule structure.
 - Example:
 - 5 carryover credits from 2025 transition + 10 new credits = 15
 - You may now request advancement

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Q: Do I automatically move to the next column when I earn credits?

A: No. Column advancement is faculty-initiated.

You must submit a [Faculty Coursework Form](#) once you have accumulated enough credits to reach the next 15-credit threshold.

Q: When should I submit a request for column advancement?

A: Submit a request after you have earned a total of 15 additional credits beyond your current column. **Deadline for submission: May 10th**

Q: What documentation do I need to submit?

A: You must submit:

- [Faculty Coursework Form](#)
- Official transcripts showing completed coursework
- Unofficial transcripts may be submitted for Delta coursework

Q: When does my salary increase take effect?

A: Increases take effect July 1st.

Q: Can I see how many credits I have on record?

A: Yes. You may request a summary of credits applied to your current column by contacting HR at humanresources@delta.edu

Q: What if I disagree with my placement or credit count?

A: If you believe an error has occurred contact HR for review at humanresources@delta.edu

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Q: Who is responsible for tracking credits?

A:

- Faculty: Initiate requests and submit documentation in 15 credit increments
 - It is the faculty's responsibility to track credit hours beyond 15 credit increments, see FAQ #2 for example.
- HR: Verify credits, maintain official records, and process column advancements