

Educational Achievements Standard Operating Procedures

MAFES/CALS

Mississippi State University offers an education achievement annual salary increase, subject to the availability of funds, to employees who become certified by a recognized and accredited certification program, or who earn an associate's, bachelor's, master's, or doctoral degree. The Mississippi Agricultural and Forestry Experiment Station and the College of Agriculture and Life Sciences supports this opportunity among employees.

Additional details are available on the Human Resources Management webpage:

<https://www.hrm.msstate.edu/managers/compensation/staff-pay-policies-practices/educational-achievement>.

In addition to the HRM policy, MAFES/CALS requests a prior approval form submission **BEFORE** the certification/degree is initiated. This will ensure that the certification/degree is considered one that is **relevant and related to the employee's current position** and should enhance the employee's ability to perform the duties of that position and thus is eligible for this opportunity. Once the certification/degree is completed, the Educational Achievement Request Form ([Educational Achievement Request Form 7.1.2023.xlsx \(live.com\)](#)) should be completed and submitted, along with the previously signed Prior Approval Form below. Only then will approval be given for additional compensation for the educational achievement. Note that educational achievement compensation is typically applied July 1 at the beginning of the next FY. Note that departments may have to shoulder some of these costs of the educational achievement from internal sources depending on budgetary circumstances at the time, however every effort will be made to assume these centrally. If the employee has a partial extension appointment and uses the extension forms and process there is no requirement to repeat this process with the MAFES/CALS form, however prior approval of the Dean/Director of MAFES/CALS is still required.

Typically, decisions on whether an educational achievement will "count" is assessed by whether the achievement is a nationally recognized certificate or achievement or an accredited program, and whether it directly applies to the employee's position or duties. Note that certifications required by the employee's job or position for that job or position are not eligible if these are inherent to the employee's regular job function and performance. Educational achievements go beyond the regular job duties and add additional value to the employee's knowledge and/or capabilities. Although decisions will be made on an individual basis, dependent on the employee's job description, duties, and previous written performance appraisals, the programs listed below (non-exhaustive) are examples that have been approved by MAFES/CALS in the past.

- Associate's, Bachelor's, Master's, and Doctoral degrees
- Research Administrator Certification
- Certified Professional Horticulturist
- Certified Dietary Manager
- Commercial Pesticide Applicator Certificate
- Professional Animal Scientist

- Certified Research Administrator
- Certified Public Accountant
- Food & Drug/Seafood HAACP Certification
- Pre-K/K license

Guidelines Approved and Established:



2/16/2024

Scott T. Willard
Dean – College of Agriculture and Life Sciences
Director – Mississippi Agricultural and Forestry Experiment Station

Date

Educational Achievements
MAFES/CALS Prior Approval Form

Employee name:

Employee MSU ID number:

Title:

Department:

Current appointment: _____% CALS _____% MAFES _____% Extension _____% Other

Name of training and approving agency:

Training initiation date:

Training anticipated completion date:

Does the training/certification require renewal and if so, how often?:

Provide details of the program, the accrediting agency, and its relevance to your current position. Attach additional documentation if needed.

Immediate Supervisor approval:

Date:

Department/School/Center Head approval:

Date:

Route form in order of highest to lowest portion of appointment for approval below (as applicable).

CALS Dean approval:

Date:

MAFES Director approval:

Date:

Extension Director approval:

Date: