

**APPENDIX K-1**

**FACULTY EDUCATIONAL ACHIEVEMENT INCENTIVE  
PRE-APPROVAL REQUEST**

**(To be completed before beginning coursework/degree program or at the time of hire)**

Name \_\_\_\_\_ Department \_\_\_\_\_

Rank \_\_\_\_\_ Date of Hire as Full-Time Faculty \_\_\_\_\_

Degree to Be Pursued (Level and Major) \_\_\_\_\_

Regionally Accredited Institution at Which Degree Will Be  
Pursued \_\_\_\_\_

Projected Date to Begin Coursework \_\_\_\_\_ Number of Credit Hours to Complete \_\_\_\_\_

Projected Date to Earn Degree \_\_\_\_\_

Justification for Pursuit of the Degree (Attach separate page(s) if necessary.)

\_\_\_\_\_  
\_\_\_\_\_

Signature of Faculty \_\_\_\_\_ Date \_\_\_\_\_

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Immediate Supervisor     Recommend Approval                       Do Not Recommend Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Dean (If Applicable)     Recommend Approval                       Do Not Recommend Approval

Signature \_\_\_\_\_ Date \_\_\_\_\_

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Approved                                       Not Approved

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

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If Not Approved by Vice President of Academic Affairs:

\_\_\_\_\_ Approved

\_\_\_\_\_ Not Approved

\_\_\_\_\_  
President

\_\_\_\_\_  
Date