

Effective: August 31, 1993

**Human Resources Policy
FACULTY TUITION REIMBURSEMENT PROGRAM**

Approved: August 31, 1993
Revised: March 5, 2007, February 2, 2002,
November 28, 2000, October 15, 1996
Vice President for Finance & Administration

The Faculty Tuition Reimbursement Program was implemented to provide financial support to eligible faculty members to facilitate completion of the doctorate or other appropriate degree program.

Eligibility

Full-time tenured or tenure-track faculty members are eligible to participate in this tuition reimbursement program. Faculty members in tenure track positions are eligible to participate in the program upon completion of their first semester of employment in the tenure track position, following favorable recommendations for reappointment to the second year of employment at the University.

Faculty members hired in midyear to tenure track positions are eligible to participate during the summer session, following an evaluation of the program by the department and approval by the school Dean and the Provost and Vice President for Academic Affairs.

Terms of Agreement

When faculty members are approved by the Provost and Vice President for Academic Affairs to participate in this tuition reimbursement program, they must provide documentation from an accredited degree-granting institution indicating acceptance and formal enrollment in good standing in a doctorate or other degree program. Such documentation shall be accompanied by the faculty member's proposed course plan for completion of the degree. Upon the receipt of approval, the faculty member must sign an official agreement indicating that he/she understands and will abide by the policy and procedures of the Tuition Reimbursement Program.

Faculty members are expected to complete the doctorate or other degree program. Continued participation is contingent upon demonstration of satisfactory progress toward the degree.

Faculty members who complete the doctorate or other degree program under the terms of this agreement are obligated to serve for three years at the University after completion of the degree. If a faculty member should leave without attaining tenure or without

serving the three-year period, a prorated reimbursement of the program payments would be due no later than the date on which employment at the University is terminated.

Faculty members who voluntarily or involuntarily leave the University without completing the doctorate or other degree program must repay the program reimbursement in full upon departure from the University.

Faculty members who terminate enrollment without completing the doctorate or other degree program but remain at the University must repay the program reimbursements in full. The faculty member should arrange a schedule of repayment with the office of the Vice President for Finance and Administration.

The University will reimburse tuition only. The maximum number of credits to be reimbursed is 60 for one or a combination of degree programs. Reimbursement will not exceed \$400 per credit for a maximum of 12 credits per 12-month period. This arrangement permits a faculty member to schedule three credits each during the fall and spring semesters and another six credits during the summer. A faculty member can request an exception to this schedule, but the University will approve no more than 12 credits in a 12-month period for reimbursement.

Administrative Modification

The administration reserves the right to discontinue this program at any time, or temporarily freeze the participation of new applications based on budgetary considerations.

Procedures for Application

Interested faculty members must submit an application to their department chair with copies to the school Dean by April 15. The department chair will forward the application, the applicant's backup documentation and the department's evaluation to the school Dean.

The school Dean will review the application and forward his/her recommendation to the Provost and Vice President for Academic Affairs.

The Provost will review the application and, if approved, forward the completed form and back-up documentation to the Associate Vice President for Finance and Administration.

Procedures for Reimbursement

To obtain reimbursement, (1) a receipt for tuition payment and (2) a copy of the grade report and a statement of satisfactory progress toward the approved degree program should be submitted to the office of the Vice President for Finance and Administration.

The Associate Vice President for Finance and Administration will review the request for reimbursement, assign the appropriate account number and forward the completed form to Accounts Payable for payment.