

Faculty Terminal Degree Tuition Reimbursement Policies and Procedures

Purpose of Tuition Reimbursement: To provide faculty members who do not have the terminal degree the opportunity to increase the faculty member's value to the University.

Policy:

1. Tuition Reimbursement. The University will reimburse eligible faculty members who lack a terminal degree reimbursement for tuition expenses incurred while earning a terminal degree at another fully accredited university, subject to the conditions set forth below. The University is not required to accept more than seven (7) in-unit faculty members and two (2) out-of-unit faculty members for this program in any academic year.
2. The reimbursement shall not exceed the equivalent tuition cost of up to six (6) credits per semester at FIU.
3. Eligibility. All faculty members with two (2) or more years of full-time continuous service at FIU and who do not hold a terminal degree in the discipline in which they teach shall be eligible to apply for tuition reimbursement under this program.
4. Terms of Tuition Reimbursement. The faculty member must return to the University for at least one (1) academic year following the reimbursement, if requested by the University. If this condition is not met the faculty member may be required to return to the University the full amount reimbursed under this program.

Procedures

1. Application and Selection.
 - (a) Application for tuition reimbursement shall be submitted on the Application Form found on the Academic Affairs website provost.fiu.edu. Each application shall contain a vita showing educational background and documentation of acceptance into the terminal degree program and a statement that the applicant agrees to comply with the conditions of the tuition reimbursement program. The applicant's supervisor may submit a letter of endorsement supporting the request and noting expected benefits to the unit.
 - (b) The University shall select applicants on the basis of whether completion of the project or work would enhance the faculty member's contributions to his/her department/academic unit. Completed application forms must be received by the

Provost or designee by the announced deadline for consideration for the following academic year. The application deadline date shall be April 1 (*The deadline for AY 2016-17 will be April 3, 2017*).

(c) If there are more qualified applicants than the University will fund in a given year, the Provost will appoint a committee that will evaluate and rank order the applications. This may be the same committee as appointed to evaluate and recommend Professional Development leave applications. The chairperson of the committee will be elected by a vote of a majority of at least a quorum of the members of the committee. The committee will develop its ranking based on the specific criteria that completion of the project would improve the productivity of the department of which the faculty member is a part. The committee, in ranking the applicants, shall also consider the benefits of the proposed program to the faculty member, the University and the profession. The committee shall submit a ranked list of recommended faculty members to the Provost or designee. The Provost or designee shall make selections from the list and shall notify the committee chairperson. In the event the Provost does not follow the committee's ranking, the committee chair may request to consult with the Provost or the Provost's designee prior to making the selection.

2. Notification of employees. Eligible faculty members shall be notified annually by November 1 regarding eligibility requirements and application deadlines.
3. At the completion of each semester while enrolled in the terminal degree program, the employee must present documentation to the Provost or designee showing the successful completion of the course(s), progress toward the degree, and the tuition cost incurred. The University will reimburse the employee for the documented tuition expense for those courses, subject to the conditions set forth in this policy. The reimbursement will be paid to the employee within 60 days of receipt of the required documentation.