

# Educational Assistance - Professional Development Policy

## FT\_HR\_BE\_10

Responsible Officer  
Chris Ronk  
Responsible Office  
Human Resources  
Approving Body  
Board of Trustees  
Approval Date  
2019-01  
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2021  
Departmental Impact  
All departments

### Policy Statement

The institution finds it advantageous for employees to continually advance their knowledge. Thus the University encourages professional development in their field of expertise.

### Policy Procedures

#### Staff

##### *Carolina University Classes*

Full-time employees and their spouses may take two three-hour academic classes free of tuition (other fees and charges must still be paid) each semester, with the entire summer period counting as one semester, with the following stipulations. The time to take the class must be on the employee's own time. If the time of the class is during the regular hours of work, the employee must first receive permission from the supervisor as well as from the Administration to be away from his/her work station during that period. He/She must also receive the Supervisor's agreement as to when the time will be made up. Employees should consult with the Financial Aid Office for additional details and application requirements. Note: Employee-related grants in excess of \$5,250 may be taxable to the employee per IRS regulations.

The dependent child of a Full-time Staff member may attend the University (up to 18 hours) free of tuition. Fees and additional credit hours must be paid at registration. Employees should consult with the Financial Aid Office for additional details and application requirements.

##### *Non-Carolina University Classes*

On occasion, the Administration of the University may ask Staff members to pursue additional education in order to benefit the University. In such cases, the University will assist with the cost of education in accordance with the following guidelines:

1. All funds paid by the University for continuing education will be considered a non-interest loan to the employee
2. These amounts will be forgiven, 25% per year, over four years of employment following the completion of the requested degree
3. The employee must sign a "Continuing Education Agreement" before the first class
4. A "B" average must be maintained throughout the agreement

*Note: Any outstanding loan amount must be repaid to the University upon resignation or disciplinary termination.*

#### Faculty

The Administration looks with favor on faculty members pursuing courses and/or degrees which will better fit them for their teaching. It is the view of the University that a terminal degree in the area of teaching is minimal preparation. Professors should give thought to such possibilities and will find the University sympathetic and cooperative in the matter.

The procedure as defined by the Board is for a request to be made to the Board of Trustees through the Provost. If the Board approves such a program, half salary will be paid for the time that the individual is in full-time residence pursuing additional graduate degrees. Any other procedure than this would have to be approved by the Board as an alternative to the above. As funds are available, a second option is to work on a degree while maintaining teaching responsibilities, or modified teaching responsibilities, and receive tuition, textbook, and fee reimbursement on a semester basis. These arrangements must be made in conference with the Provost. The approval is based on budgetary constraints on a yearly basis. In either situation the faculty member will be asked to sign a re-payment contract or agreement. The principle is that upon completion of the degree, the costs are forgiven at a rate of 25% per year.

All faculty members are encouraged to become members of appropriate professional organizations and attend professional meetings as they are available. Limited funds are available for professional activities in each academic division. Funding the activity or reimbursement for an activity is predicated on funds being available and must be approved by the School Dean as well as the Provost.