



POLICY AND PROCEDURE

TITLE:	Doctoral Preparation Assistance
---------------	---------------------------------

POLICY STATEMENT:

Goodwin University is highly supportive of its employees who are seeking to pursue a doctorate in their field of study, related field, or University administration. This policy applies to full-time employees with a minimum of two years of service (one of which must be full-time). The University will match the employee's contribution to his/her doctoral education to a maximum of \$5,000 per calendar year (recurring each year until completion). Matching awards will be considered only for courses ending in the calendar year for which applied. The University's contribution will be considered a loan, which will be forgiven by two years of post-doctorate service.

Note: Pursuit of a doctorate is not a requirement for continuation of employment.

PROCEDURE DETAILS:

This procedure describes the process by which a full-time Faculty or Staff member may apply for doctoral-preparation assistance as described in the Doctoral Preparation Assistance Policy and the procedure for receiving reimbursement, if approved for the program.

AREAS OF RESPONSIBILITY:

Full-time Faculty or Staff Member – Responsible for completing all parts of the application as described below.
Senior Cabinet – Responsible for reviewing and approving all applications for doctoral-preparation assistance
Office of Institutional Effectiveness – Signature of approval required, processing of reimbursement request documentation, and documentation/record keeping of application materials and reimbursement requests.

APPLICATION PROCEDURE DETAILS:

Full-time Faculty or Staff interested in applying for doctoral-preparation assistance from Goodwin University must provide the following to the Office of Institutional Effectiveness:

1. Completed Application for Doctoral Preparation Assistance signed by the Vice President overseeing Institutional Effectiveness;
2. Letter of acceptance into a doctoral program at a regionally-accredited university; and
3. A brief letter highlighting your accomplishments at and contributions to Goodwin University throughout your tenure here.

If an employee transfers to another program and/or institution, they must re-apply for the Doctoral Tuition Assistance Program. Acceptance into the program the initial time, does not guarantee acceptance again.

REIMBURSEMENT PROCEDURE DETAILS:

Requests for reimbursements for the Doctoral Preparation Assistance program are processed through the Office of Institutional Effectiveness. The Employee seeking reimbursement will submit a copy of his/her grades and an itemized bill for the semester or quarter in which he/she is seeking reimbursement of funds within a reasonable timeframe after the semester or quarter has concluded. The Office of Institutional Effectiveness will then complete a Travel and Expense Report for one half of that semester's/quarter's tuition (fees are not eligible for reimbursement through this program) and submit to the Accounts Payable department for payment. Please note, reimbursement is issued only for courses in which the applicant has received a passing grade.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

UNIVERSITY CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Office of Institutional Effectiveness
Human Resources
Accounts Payable

HISTORY:

Approved January 2008
Revised June 2013
Revised March 2014
Reviewed January 2015
Reviewed February 2016
Reviewed January 2018
Reviewed and Revised December 2019
Updated with Logo and University January 2020
Reviewed and Revised November 2021

EFFECTIVE DATE:	January 1, 2008
RESPONSIBLE OFFICE (ONLY ONE):	Office of Institutional Effectiveness
REVIEW DATE:	Annually

APPENDIX:

Appendix A: Doctoral Preparation Application