



GOODWIN COLLEGE

POLICY AND PROCEDURE

TITLE:	Doctoral Preparation Assistance
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POLICY STATEMENT:

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

AREAS OF RESPONSIBILITY:

Full-time Faculty or Staff Member – Responsible for completing all parts of the application as described below.

Vice President – Signature of approval required

Senior Cabinet – Responsible for reviewing and approving all applications for doctoral-preparation assistance

Office of the Provost – Signature of approval required

APPLICATION PROCEDURE DETAILS:

Full-time Faculty or Staff interested in applying for doctoral-preparation assistance from Goodwin College must provide the following to the Office of the Provost no later than April 1st:

1. Completed Application for Doctoral Preparation Assistance signed by the appropriate Vice President (VP of Academic Affairs for all faculty members; appropriate Administrative Vice President for all staff members);
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 College throughout your tenure here.

The Provost will then distribute all qualifying applications to Senior Cabinet members for review and budget approval for the next fiscal year beginning July 1st.

REIMBURSEMENT PROCEDURE DETAILS:

Requests for reimbursements for the Doctoral Preparation Assistance program are processed through the Office of the Provost. The Employee seeking reimbursement will submit a copy of his/her grades and an itemized bill for the semester in which he/she is seeking reimbursement of funds. The Office of the Provost will complete a Purchase

Order for one half of the semester's tuition (fees are not eligible for reimbursement through this program) and submit to the Accounts Payable department for payment.

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

COLLEGE CATALOG

STAFF HANDBOOK

FACULTY HANDBOOK

STUDENT HANDBOOK

DEFINITIONS:

NA

EXCLUSIONS:

NA

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Provost, Human Resources

HISTORY:

Reviewed January 2018; Reviewed February 2016; Reviewed January 2015; Revised March 2014; Revised June 2013; Approved January 2008

EFFECTIVE DATE:	January 1, 2008
RESPONSIBLE OFFICE (ONLY ONE):	Provost
REVIEW DATE:	Annually (January-March)

APPENDIX:

Appendix A: Doctoral Preparation Application