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**POLICY TITLE:** University Support Of FHSU Faculty Seeking Terminal Degrees

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**POLICY PURPOSE:** A faculty developed initiative

This policy is intended to provide an avenue for tuition assistance for FHSU faculty should a department determine that faculty members with a PhD or other degree are highly desirable but very difficult to attract and retain to FHSU.

**BACKGROUND:**

**APPLIES TO:** Faculty

**DEFINITIONS:**

**CONTENTS:**

**POLICY  
STATEMENT:**

It is the policy of Fort Hays State University that no tuition assistance will be provided to any employee seeking baccalaureate, graduate or post-graduate degrees except in accordance with the provisions of this policy and the tuition assistance policies of the University. **Should a department determine that faculty members with a Ph.D. or other degree are highly desirable but very difficult to attract and retain to FHSU, the department, through the dean of the college may submit proposals for providing tuition assistance for faculty to obtain a terminal or related degree.** Such claims should be submitted no later than September 30 for a course of study beginning the next fall term. **No plan will be considered that merely seeks to provide tuition assistance benefits for individual career advancement and development that does not achieve the goal of filling a need within the department or college that has been difficult if not impossible to fill with qualified faculty.**

Money will be paid directly to the University of attendance.

Any tuition assistance to be provided to faculty pursuant to this policy will come from the department, the college and the University. The University will match no more than the total combined financial assistance provided by the department or college. Total tuition assistance is capped at \$25,000 per individual.

Faculty who receive tuition assistance pursuant to this policy should be

aware of the possibility that tuition assistance benefits provided will be considered taxable income to the employee. Faculty who receive tuition assistance pursuant to this policy should also understand that they will be required to sign a loan agreement with FHSU. A sample copy of such loan agreement is shown below and generally will require the faculty member to work for FHSU for one year following successful completion of the Ph.D. or other course of study, for every year in which tuition assistance benefits are provided. By way of example, if a faculty member receives tuition assistance benefits for three years from FHSU, they are then expected to work for FHSU for three years following successful completion of the Ph.D. program. Faculty who fail to fulfill this term will be required to repay the amount of tuition assistance provided. Faculty who fulfill the agreement by remaining employed at FHSU for the requisite period of time following successful completion of the course of study will not be required to repay the tuition assistance benefits. Faculty who for some reason do not successfully complete the course of study but remain employed at FHSU for the requisite period of time will owe one-half of the tuition assistance benefits to FHSU.

**EXCLUSIONS OR  
SPECIAL  
CIRCUMSTANCES:**

**RELATED  
DOCUMENTS:**

**Policies:**

**Forms:**

[http://www.fhsu.edu/academic/provost/handbook/ch\\_4\\_terminal\\_degree\\_support/](http://www.fhsu.edu/academic/provost/handbook/ch_4_terminal_degree_support/)

**Other:**

**KEYWORDS:**

Terminal Degree, Terminal Degree Assistance, PhD Assistance, Terminal Degree Loan

**RESPONSIBLE  
OFFICE:**

Provost Office

**RESPONSIBLE  
UNIVERSITY  
OFFICIAL:**

Provost

**ORIGINATION DATE:** 12/12/2006

**CHANGE HISTORY:** Adopted by ELT on 9/02/16