

# DOCTORAL STUDY AND EDUCATIONAL LEAVE OF ABSENCE FOR DOCTORAL STUDY

One goal of the University is to increase the number of faculty with terminal degrees in fields relevant to their teaching. While the University may request that some faculty pursue doctoral study, the completion of a doctoral degree also may be a condition of hire for new faculty. In both cases, the faculty member must be accepted and engaged in doctoral studies from an accredited institution that has been approved in writing by the Office of Academic Affairs. Approved programs of study will consist of doctoral degree programs from an accredited institution in the teaching field of the position for which the faculty member was hired (e.g., if the faculty member is hired in business, the program of doctoral study must lead to a doctorate in business).

The University supports doctoral study in the following ways. If the University requests a faculty member to pursue a doctoral degree, the University may reimburse the faculty member for the cost of the tuition, without other conditions. If the faculty member elects to pursue a doctoral degree, or if it's a condition of hire, a tuition loan for doctoral studies may be available dependent upon available financial resources. A faculty member entering into a tuition loan agreement with the University in accordance with the provisions of the Loan Agreement Contract shall be obligated to remain in full-time capacity at the University for three consecutive years after the granting of the doctorate. The University shall credit the faculty member with repayment of one-third of the loan for each completed year the faculty member remains a full-time member of the University, so that if the faculty member remains a full-time member of the University for three consecutive years after the granting of the doctorate, the loan shall be deemed paid in full. Any faculty member who is granted an educational loan but who does not receive the doctorate or whose statute of limitations has expired is responsible for repayment of the full amount of the tuition loan.

The University may grant educational leaves to faculty who are pursuing doctoral studies. The purpose of the educational leave is for completion of residency requirements and/or off-site research required for the degree program or for the completion of the dissertation requirement. Requests may be submitted for full-year or for half-year leaves. Any faculty member who is granted an educational leave but who does not receive the doctorate or whose statute of limitations has expired is responsible for repayment of the salary received during the course of the leave, as well as any tuition loans. To be eligible for an educational leave, the faculty member must be accepted and engaged in doctoral studies from an accredited institution that has been approved in writing by the Vice President of Academic Affairs. Approval of educational leaves will depend upon the availability of financial and human resources.

Applications for an educational leave must be received by the Office of Academic Affairs by December 1 of the year preceding the requested leave and are to be submitted only by faculty who are engaged in approved programs of study. Documentation verifying admittance and progress in the doctoral program must be on file in the Office of Academic Affairs before application is made. In addition, faculty must have completed one year of full-time teaching at the University before application can be made. Written response to the application will be made by February 1. Approved educational leaves shall not constitute a break in continuous

service; however, such leave shall not be counted toward the service. An educational leave is for a maximum of one year only. All educational leave recipients are not eligible to apply for a sabbatical leave until seven years after the completion of the educational leave.

The educational leave will provide the faculty member with one-half of their contract salary for up to one year's absence from the University and, if the faculty member elects, a tuition loan for the doctoral studies dependent on available resources. Any faculty member who is granted an educational leave but who does not receive the doctorate or whose statute of limitations has expired is responsible for repayment of the salary received during the course of the leave, as well as any tuition loans.

Loan Agreement Contract is available in the Human Resources Office.