



MEMORANDUM

To: All Faculty

From: Elizabeth Bejar, Ph.D., Provost, Executive Vice President, and COO
Heather D. Russell, Ph.D., Vice Provost for Faculty Leadership and Success

Date: May 12, 2023

Re: Faculty Terminal Degree Tuition Reimbursement Program

The Office of the Provost is pleased to announce that eligible faculty members who do not have a terminal degree in their discipline will be eligible to apply to receive tuition reimbursement up to the cost of six FIU credits per semester from another fully accredited university. This program will further increase the value and prestige of our faculty. Applications will be due by **Thursday, June 16, 2023** and become effective for coursework starting in Fall of the academic year immediately following the approval of the application. There will be no retroactive reimbursements for previous coursework completed.

Eligibility and Procedures

This program is open to seven in-unit faculty members and two out-of-unit faculty members each year. Once awarded, the faculty member will be supported to the completion of their terminal degree with continued documentation of progress. All faculty with two or more years of full-time continuous service at FIU and who do not hold a terminal degree in the discipline they are teaching shall be eligible to apply for tuition reimbursement under this program.

Once enrolled in the terminal degree program, the faculty member must present documentation to the Office of Provost showing the successful completion of the course(s), progress toward the degree, and the tuition cost incurred. The University will reimburse the faculty member for the documented tuition expense for those courses not to exceed the equivalent of the cost of six semester credits at FIU, subject to the conditions set forth in the CBA. The faculty member must return to, or remain at, the University for at least one (1) academic year following the reimbursement, if requested by the University. If this condition is not met, the faculty member may be required to return to the University the full amount reimbursed under this program.

Submission and Review Process

Each faculty member will submit an online application along with a copy of his/her formal acceptance letter to the degree program, current CV, and may attach a letter from his/her supervisor supporting their request and noting expected benefits to the unit.

The application is available [online](#).

Applications will be accepted via the online application through **Thursday, June 16, 2023** . No applications will be considered after the deadline. All applicants will be notified by **Friday, July 14, 2023**.

Should you have any questions regarding this program please contact the Office of Faculty Leadership and Success at faculty@fiu.edu.