

MEMORANDUM

To: All Faculty

From: Kenneth G. Furton, Ph.D., Provost and Executive Vice President

Date: December 6, 2019

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 may apply to receive tuition reimbursement for attending another fully accredited university. This program will further increase the value and prestige of our faculty. The applications will be due by **Wednesday, April 1st, 2020** 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 both in-unit faculty members and out-of-unit faculty members each year on a limited basis. Once awarded, the faculty member will be supported to the completion of their terminal degree with continued documentation of progress. Eligible faculty must have two or more years of full-time continuous service at FIU and not hold a terminal degree in the discipline they are teaching.

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. Please note that per the UFF-FIU Collective Bargaining Agreement, the reimbursement will **not exceed** the equivalent of the cost of six semester credits at FIU. The faculty member must return to the University for at least one (1) academic year following the reimbursement or the faculty member may be required to return to the University the full amount reimbursed under this program.

Submission and Review Process

To apply, please fill out the application found [here](#) and submit along with a copy of your formal acceptance letter to the degree program, a current CV, and you may attach a letter from your supervisor supporting your request and noting the expected benefits to the unit. More information on the guidelines and procedures for the program are available [here](#).

Applications will be accepted via email to faculty@fiu.edu through **Wednesday, April 1st, 2020**. Please use the phrase "Faculty Tuition Reimbursement Program" in the subject line of your submission. No applications received after the deadline will be considered. All applicants will be notified by **Monday, May 11th, 2020**.

Should you have any questions regarding this program please contact the Office of Faculty Leadership and Success at 305-348-4904 or faculty@fiu.edu.