



## **Texas A&M University System Doctoral Educational Assistance Eligibility Guidelines**

By encouraging the professional and personal development of Texas A&M University System (TAMUS) employees, the Doctoral Educational Assistance Program (Program) has been designed to invest in and assist employees to further their knowledge, skills, and job effectiveness.

Guidelines for TAMUS reimbursement of tuition and mandatory fees for eligible employees pursuing approved doctoral programs at TAMUS universities are as follows. The Program initiative will begin with the Summer 2022 semester which includes the summer intersession. If the Program is terminated, current employees in the program would be “grandfathered in” through the end of their eligibility as defined on the next page.

### Faculty

1. Must have been employed in a full-time, budgeted faculty position at a TAMUS university or agency no less than two long semesters prior to starting the program.
2. Must remain employed in a full-time, budgeted faculty position at a TAMUS university or agency each semester while in the program. (Note: summer eligibility for university faculty is contingent on meeting this standard the previous semester and presumed full-time employment the following semester. Summer eligibility for agency faculty is contingent on employment during the summer months.)
3. Must be admitted to a doctoral program at a TAMUS university, have at least a satisfactory performance review on file, be in good academic standing, and making progress toward degree completion (no minimum number of hours per semester required). The employee may be enrolled in a doctoral program at any TAMUS doctoral granting university, not limited to their own employer. The doctoral program must be consistent with the faculty appointment such that completion of the degree would be recognized by SACSCOC as appropriate credentials on the reaffirmation faculty roster.
4. Complete the TAMUS Employee Doctoral Education Assistance Request Form including the employee's Vice President approval.
5. Funding eligibility is limited to 6 years.

### Administration and Staff

1. Employed for a minimum of 12 months in a full-time, budgeted staff position at a TAMUS university, agency, or System office.
2. Must remain employed in a full-time, budgeted staff position at a TAMUS university, agency, or System office each semester while in the program. (Note: summer eligibility is contingent on employment during the summer months.)
3. Must be admitted to a doctoral program at a TAMUS university, have at least a satisfactory performance review on file, be in good academic standing in that program, and making progress toward degree completion (no minimum number of hours per semester required). The employee may be enrolled in a doctoral program at any TAMUS doctoral granting university, not limited to their own employer. Doctoral program must be consistent with the mission of the office in which the administrator or staff member is employed.
4. Complete the TAMUS Employee Doctoral Education Assistance Request Form including the employee's Vice President approval.
5. Funding eligibility is limited to 6 years.

All mandatory tuition and fees for courses required for completion of the degree will be reimbursed to the institution on behalf of the student. No reimbursements will be provided for additional courses (outside the degree plan) or auxiliary activities fees.

1. Eligibility for this program must be approved by the employee's Vice President.
2. WTAMU will provide a roster of eligible and enrolled WTAMU employees to each TAMUS doctoral university, noting the following required information: employee's name, UIN, university in which employee is enrolled, and academic program pursued. Any TAMUS member who may have employee(s) enrolled in a doctorate program at WTAMU, will need to furnish required information to the Vice President for Business and Finance at WTAMU. This will be furnished to the WTAMU Bursar for set up through Sponsored Billing.
3. Each TAMUS doctoral university will submit the TAMUS reimbursement form directly to the System Office of Budgets and Accounting. Once reimbursement is received, payments will be applied to the sponsor's bill on behalf of the student. Doctoral Educational Assistance Application deadline is 3 business days before the start date of the semester. Employees receiving this benefit may have tax consequences. Please consult your financial advisor or tax preparer to verify tax compliance.

Direct questions on eligibility and other operational questions to:

**Warren Pitt**

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Human Resources

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