Operating Policy and Procedure

SON OP: 20.106 Support for Faculty in Doctoral Programs

PURPOSE: The SON recognized the importance of providing opportunities for faculty to develop and enhance their professional academic development. The purpose of this policy is to provide guidelines in regards to support for faculty member who are seeking enrollment in or are currently enrolled in a doctoral program.

REVIEW: This section of the handbook shall be reviewed by the Dean, and Professional Development Council by September 1st on odd-numbered years.

POLICY/PROCEDURE

1.0 Policy Overview

1.1 School of Nursing support currently provided to faculty enrolled in doctoral education complies with the Texas Faculty Development Leave Act, Tex. Educ. Code § 51.101 et seq., as amended and TTUHSC OP 60.01.

1.2 Remuneration including, but not limited to, merit or other salary increases, is not affected by the support provided to faculty in doctoral education.

1.3 Faculty members’ enrollment and participation in doctoral education constitute professional development and scholarship activities, which are incorporated in SON Workload Policy 20.060, and are based on available resources.

2.0 Definition

2.1 Education Support. The SON allocates resources including, but not limited to, time for service, scholarship, teaching, or funding, when available, to faculty enrolled in doctoral education.

2.2 Scholarship and Service. SON Promotion and Tenure Policy 20.080 defines faculty scholarship and service requirements by rank. The definition of scholarship and service is further expanded for faculty enrolled in doctoral education, thus providing alternative means by which such faculty may meet performance expectations during their programs of study.

2.3 Criteria for Support. SON Workload Policy 20.060 identifies service, enrichment and scholarship as criteria in allocating time for faculty enrolled in doctoral education. However, based on both faculty need and program resources, teaching may be included as one of the criteria.
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3.0 Eligibility

3.1 Full-time Faculty. Full-time faculty members are eligible to request support for doctoral education when they meet each of the following criteria:

a. The applicant will meet with the dean of the TTUHSC School of Nursing to discuss doctoral plans.

b. The applicant submits a Request for Faculty in Doctoral Program Support Application, along with supporting documents to the Dean of the TTUHSC School of Nursing in accordance to timeline as noted in section 5.01. (See Attachment A).

c. The support being sought is for the applicant’s first doctoral program.

d. The doctoral program is offered by an accredited college or university and the doctoral program is approved by the Dean prior to enrollment.

e. The applicant has served as a full-time member of the TTUHSC SON faculty for at least two academic years.

f. The applicant’s past annual evaluations indicate the applicant meets or exceeds expectations. The Department Chair/Associate Dean of the program must provide a letter of good standing for faculty applying for support.

3.2 Additional Education. Any faculty member may seek additional education without a request for educational support (release time).

4.0 Determination of Support for Doctoral Education

Faculty is advised to inquire about eligibility for doctoral educational support from the TTUHSC SON prior to enrolling in a program. The Dean of the school will provide final approval for faculty educational support.

4.1 Allocation of Support. Faculty members who meet all criteria listed in Section 3.0 may be eligible to be considered for support for doctoral studies. Support for doctoral studies is allocated based on available SON resources and faculty workloads. A maximum number of applications will be considered each academic year and approval is predicated upon said resources. The faculty member must have an uninterrupted course of study to receive support.

4.2 Release Time. Release time will be negotiated with the Dean in collaboration with Associate Deans/Department Chairs. Release time will be credited toward workload requirement in the area of service or scholarship.

4.3 Scheduling Conflicts. Faculty who receive doctoral education support are responsible for making arrangements with Associate Deans/Department Chairs to cover scheduling conflicts.

4.4 Committee and Subcommittee Participation. Faculty members who receive doctoral education support are expected to participate in their assigned program committees and subcommittees but are not required to serve in leadership roles for the assigned program committees or to serve on standing committees.
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5.0 Procedure for Applying for Education Support

5.01 Submission of Documentation. Faculty who deem themselves eligible to receive education support must submit the Request for Doctoral Education Support (see Attachment A) and supporting documents to the Dean of the School of Nursing at least one semester prior to beginning a doctoral program.

5.3 Factors in Granting Support. The Dean, in consultation with the Associate Deans/Department Chairs considers the following factors when granting support:

b. Development needs of the department and individual faculty.
c. Availability of resources, both human and financial.
d. The university where the doctoral program is offered
e. Priority of available resources within the SON when considering approval of requests for faculty development leave, based on the following criteria:
   - Seniority (rank) and who are in good standing in the school;
   - Faculty’s satisfactory progress towards completion of doctoral requirements;
   - Faculty who are graduating earlier than other applicants
   - Faculty who have received the least amount of support by the SON to date (i.e. release time or monetary support).
f. Other means of support including, but not limited to, consideration of faculty colleagues to assist in completing certain assigned tasks and covering schedules to accommodate required school attendance, may be approved by the dean. The dean shall consult with faculty who are able to assume various obligations for which the applicant is responsible; complete certain tasks, etc. Factors that impact whether the faculty in a doctoral program may continue receiving human or financial resources for development leave include, but are not limited to, the following:
   - Lack of Satisfactory Progress
   - Dropping or failing a course;
   - Receiving an incomplete in more than one course;
   - Withdrawing from the program; or
   - Exhausting the approved 4 years of educational support.

6.0 Guidelines for Faculty

6.1 Documentation. Faculty members whose requests for support are approved must complete a Faculty in Doctoral Education Program Support Agreement (see Attachment B).

Agreements are based on the following:

a. The agreement is for the applicant’s first doctoral program of study.
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b. Support will not exceed four years of enrollment. Exceptions may be made by the Dean considering faculty need and availability of resources.

c. Non-compliance with established guidelines, resignation, or termination from TTUHSC SON will result in immediate termination of the support agreement.

d. In the event a faculty member receives monetary support for doctoral education and resigns or separates from TTUHSC within two years following completion of the doctoral program the faculty is expected to reimburse TTUHSC for the equivalent in monetary support paid out.

6.2 **Obligation of Faculty to Notify Associate Deans/Department Chairs and the Dean.** Using the *Faculty in Doctoral Education Program Semester Update Form* (see Attachment C), faculty receiving doctoral education support must notify the Dean or designee of any the following issues within 10 business days of the end of each semester:

   a. Change in enrollment status.
   b. Completion of course and grade at the close of each enrolled semester.
   c. Incomplete courses and status of ongoing incomplete courses.
   d. Completion, withdrawal, or leave from the program of study.

6.3 **Obligation of Faculty upon completion of degree.** The resources provided to a faculty member constitute a substantial investment by the school in that faculty member.

   a) In the event a faculty member receives financial support for doctoral education and resigns or separates from TTUHSC within 2 years following completion of the doctoral degree, the faculty shall reimburse TTUHSC the equivalent amount of support provided on his/her behalf.

6.4 **Continued Support and Oversight of the Process.** Within 10 business days following the end of each semester the faculty receiving support shall submit The Faculty in Doctoral Education Program Semester Update Form (see Attachment C) and related documents to the Senior Director of Faculty Support. Faculty who receive doctoral education support shall provide timely progression updates to the Dean’s office and the SON Professional Development Council. Workload release time will not be given until Attachment C (with grades) for the past semester is submitted.

6.5 **Amendments.** This policy may be revised or amended from time to time.

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