

The Texas A&M University System

Faculty and Staff Doctoral Program Initiative

Summary

By encouraging the professional and personal development of A&M System employees, this doctoral program is designed to invest in and assist employees further their knowledge, skills, and job effectiveness.

Program Effective Period

This program initiative will begin immediately with the Spring 2022 semester. Under the direction of the Chancellor, the System offices will conduct a sunset review Summer 2024 for purposes of continuation, adjustment, or termination of the program. If termination, employees in the program would be “grandfathered in” through the end of their eligibility as defined below.

Eligibility

Full-time, budgeted employees at all A&M System Universities, Agencies, and System Offices, as qualified below.

Faculty

- Must have been employed in a full-time, budgeted faculty position at an A&M System university or agency no less than 2 long semesters prior to starting the program.
- Must be employed in a full-time, budgeted faculty position at an A&M System 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.
- Must be admitted to a doctoral program at an A&M System 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 university in the A&M System, 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.
- Funding Eligibility is limited to 6 years.

Staff

- Must have been employed in a full-time, budgeted professional staff position at an A&M System university, agency, or System office no less than 12 months prior to starting the program.
- Must be employed in a full-time, budgeted professional staff position at an A&M System university, agency, or System office each semester while in the program.
 - Note: summer eligibility is contingent on employment during the summer months.
- Must be admitted to a doctoral program at an A&M System 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 university in the A&M System, 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.
- Funding eligibility is limited to 6 years.

Reimbursement Process

All tuition and mandatory fees for courses required for completion of the degree will be reimbursed to the “provider” institution. No reimbursements will be provided for additional courses (outside the degree plan) or auxiliary activities. All A&M System member employees including universities, agencies, and System offices are eligible to participate in this program.

- The employee’s “home” institution (the university, agency, or System office) will certify through their appropriate vice president or director an employee’s eligibility for this program. Each institution will need to develop procedures that work best for their institution.
- Based on procedures adopted above, the employee’s “home” institution shall notify the “provider” institution with a list of the names of each employee that will be participating in this program. This will allow the “provider” institution to place an expected third-party sponsor on the student’s account and protect the student from being “dropped” for non-payment.
- The System Office shall reimburse “provider” institution based on the invoice provided. Only eligible costs (as defined above) will be reimbursed. Employee is responsible for any additional costs.
 - Example of fees not covered: Parking fees, Sports Passes, Study Abroad programs, etc.
 - Example of fees covered (if they are considered mandatory fees): University Advancement Fee, University Services Fee, Rec-sports fee, Student Center Fee, Health Center Fee, Athletics Fee, Program Fees, Course Specific Fees, etc.
- The “provider” institution is responsible for reviewing (to make sure the student is approved to participate in this program) the invoices prior to submitting to the System Offices for payment. Invoices will need to be sent to the attention of:

Joseph Duron (duro@tamus.edu)
Victoria Carter (vcarter@tamus.edu)
SO-Reimbursements (soreimbursements@tamus.edu)

Invoice should include the following itemized detail for each employee:

1. Name of employee
2. Faculty or Staff
3. Employee’s UIN
4. Employer Institution (home)
5. Name of Academic Program enrolled in
6. Name of provider institution
7. # of SCHs enrolled
8. Reimbursement amount

Program Contact Information

Reimbursement Process

Joseph Duron
979-458-6110
duro@tamus.edu

Victoria Carter
979-458-6103
vcarter@tamus.edu

Employee Eligibility


Jill Woodall
979-458-6072
jwoodall@tamus.edu

December 2023 Addendum

- If an individual drops a course, this may lead to discontinuation of the reimbursement program.
- Employee UINs must be included on the submitted reimbursement invoice “Itemized Details” tab
- Study Abroad program fees will not be reimbursed
- Exceeding SCHs: if exceeding the required amount of scholarship hours for a program, the overage must be approved by the doctoral committee and/or the University.
- Degrees not allowed for reimbursement:
 - Non-doctorate terminal degrees (e.g., Master of Social Work, Master of Fine Arts, etc.)
 - Juris Doctor (J.D.)
 - Executive Degrees (e.g., Doctor of Business Administration)

2024 Sunset Review Determination

The Doctoral Initiative Program will not accept new participants after May 31, 2025. All participants accepted into the program as of May 31, 2025 will continue to receive funding until May 31, 2028. System members participating in the program will continue to invoice the System Office as detailed in these guidelines.



Dr. James Hallmark
Vice Chancellor, Academic Affairs

10.21.24
Date



Joseph Duron
Chief Administrative Officer

10-16-2024
Date