

East Tennessee State University
FACULTY OR ADMINISTRATIVE/PROFESSIONAL STAFF GRANT-IN-AID PROGRAM
RECOMMENDATION FORM

This program is designed to provide tuition or maintenance or tuition-related fees and/or living allowance for an individual who - on an approved leave of absence - is enrolled on a full-time basis in credit courses.

Employee Name: _____ E # _____
 Department: _____ Index No. _____
 Current Degree Status: _____ Additional Hours beyond Degree: _____

Please provide answers to the following questions:

1. Is the employee a full-time administrative/professional staff member who has been employed at ETSU two or more years?
Yes No
2. Will the proposed study for which support is recommended enhance the employee's value to ETSU as defined below? (Check appropriate purposes.)
 Support for person working toward the doctorate or other terminal degree
 Support for person pursuing a degree below the doctorate in a technical or professional area
 Support for personnel training or retraining to enhance expertise needed by ETSU
 Other (Explain) _____
3. In choosing to recommend the employee from those eligible, has ETSU recognized the following priorities?
 a. requests from minority and female personnel,
 b. requests from tenured/non-tenured personnel of departments in which ETSU desires further development.
4. What is the institution at which the individual will be studying? _____
5. What is the name of the program and degree level goal in which the individual will be studying?

(Name of Program) _____ (Degree Level: Bacc., Masters, Specialist, Doctorate, other)

6. For which terms is the individual seeking grant-in-aid support as a full-time student (check appropriate terms in A or B below, depending on the calendar of the institution in which the individual is studying)

(a) For semester institutions

- Summer semester, 20____
 Fall semester, 20____
 Spring semester, 20____
 Other: Explain: _____

b) For quarter institutions

- Summer quarter, 20____
 Fall quarter, 20____
 Winter quarter, 20____
 Spring quarter, 20____
 Other: Explain: _____

A grant-in-aid shall not be awarded for a period longer than twelve (12) months.

7. What is the amount and purpose for the requested grant-in-aid support?
 (A) Tuition-related fees requested for terms checked in #6. _____ (Total)
 Reimbursement of tuition-related fees may not exceed actual maintenance fees or tuition. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration, but shall not include room, board, and supplies.
 (B) Monthly living allowance requested. _____ (Total)
 Monthly living allowances may not exceed 50% of the grantee's monthly salary. Academic year salaries are to be divided by twelve to derive an equated monthly salary rate.
 Base salary? _____ FY or AY _____ Monthly Salary? _____
 (C) Grant-in-aid support requested _____ (Total)
8. Indicate below the source and amount of any additional support the individual will have for expenses incurred during the period indicated in #6. Amount: _____ Source: _____
9. Provide information requested below concerning any other grant-in-aid individual may have had.
 (A) Has the individual previously held a grant-in-aid? Yes No
 (B) If "yes", when? _____
 (C) If "yes", where was the study? _____
 (D) If "yes", describe what was achieved? _____
 (E) If "yes", has the individual fulfilled the "return to employment" obligation? _____
10. Is an exception to Guideline P-130 requested? Yes No
 If "yes", explain exception requested? _____

Recommend Approval of Grant-In-Aid

Chair	Date	President	Date
Dean	Date	Vice- President	Date

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The grant-in-aid is intended to serve as a means of career (job-related) development as well as individual professional development. GIA shall be available to eligible employees whose proposed courses of study will, in the judgment of the University President, enhance the value of the employee to the university.

- A. Eligibility**
1. Any regular full-time faculty member or administrative/professional staff member who has been employed by the university for two or more years may, upon the approval of the University President, be eligible for receipt of a grant-in-aid award. Employees with temporary service immediately preceding regular employment shall receive credit for such service if they qualify for leave accrual and longevity adjustments. Requests for grant-in-aid shall be submitted on a TBR Recommendation Form.
 2. The grant-in-aid shall be awarded on the basis of demonstrated need for further academic development which will ultimately benefit the university; written justification must be submitted to the University President.
 3. Grant-in-aid normally will be limited to personnel working toward the doctorate, or other terminal degree. However, requests for aid to pursue degrees below the doctoral level in technical/professional disciplines, and for the training or retraining of administrative/professional staff will be considered. All grant-in-aid should be recommended on the basis of the following priorities:
 - a. Requests from minority and female personnel,
 - b. Requests from tenured faculty,
 - c. Requests from tenured/non-tenured personnel of departments in which the university desires further development.
 4. No grant-in-aid shall be awarded for a period longer than twelve (12) months. In general, a full-time grant-in-aid will be awarded on a one-time basis. If the program objectives are not achieved by the end of the designated period, the university may grant a leave of absence for a maximum of an additional twelve-month period. A second grant-in-aid may only be awarded after the recipient has fulfilled the return employment commitment of the first award.
 5. Grant recipients must be placed on an approved leave of absence and enroll as full-time students in credit courses except where less than full-time is needed to complete the program.
 6. The status of an employee on the published first day of classes for each term determines eligibility for participation in this program. Any change in status after the first day of classes shall not affect eligibility for that term or the amount of assistance received.

B. Fees Paid/Type Course Paid/Number of Hours

This program is designed to provide an individual with institutional funds for tuition or maintenance fees and/or living allowances in accordance with the following provisions:

1. Reimbursement of tuition-related fees may not exceed actual maintenance fees or tuition. Tuition-related fees may include maintenance fees, tuition, debt service fees, service charges and incidental fees payable at the time of registration, but shall not include room, board, and supplies.
2. Monthly living allowances may not exceed 50% of the grantee's monthly salary. Academic year salaries are to be divided by twelve to derive an equated monthly salary rate.

C. Payback Provisions

A contract form shall be executed between the university and the recipient of the grant-in-aid stating the conditions under which the grant-in-aid is awarded. The conditions of a grant-in-aid shall comply with the following minimum requirements:

1. The recipient shall be required to return and be employed by the institution for not less than three months of full-time employment for each month of grant-in-aid awarded. Repayment of time shall commence immediately after completion of the period of study, or withdrawal from program. In exchange for reimbursement of allowable expenses, a participant will commit to work for the sponsoring institution or if no appropriate employment is available, at one of the other Tennessee Board of Regents institutions or within the University of Tennessee system.
2. Failure on the part of the recipient to remain employed for the period of time agreed upon in the contract shall result in a financial obligation to the university based upon the terms of the contract. The contract specifies that if employment is terminated prior to fulfillment of the employment obligation, the final paycheck and check representing the amount of accrued, but unused annual leave may be withheld as repayment of the financial obligation. If such amounts are insufficient to recoup the amount owed by the employee, the university has the option of pursuing one of two methods to achieve repayment as stated below:
 - a. The amount or balance owed shall become an account receivable and the university shall follow the procedure outlined in TBR Guideline B-010, Accounts Receivable - Employee Receivables. If payment in full is not obtained, the debt shall be assigned to a collection agency; or
 - b. The employee will be required to execute a promissory note acknowledging receipt of the grant-in-aid and containing repayment terms and conditions consistent with the grant-in-aid contract prior to the employee leaving the university should he/she fail to fully complete the employment requirements of the contract.
3. Summer or short-term employment shall be considered part-time employment in cases where the employee holds an academic year appointment. No part-time employment shall be creditable toward the fulfillment of the contract.

D. When the Participant May Attend

After approval, the university may issue and execute the contract stating to the recipient the conditions under which the grant-in-aid is awarded.

E. Accounting/Budgeting Provisions

1. The number of grants-in-aid of the university shall not exceed three percent (3%) of the number of full-time faculty and administrative/professional staff at the university at the time the awards are requested.
2. Requests for grants-in-aid shall be submitted to the University President for approval prior to the beginning of the semester. After approval, the university may issue and execute the contract.
3. Complete materials supporting each grant-in-aid request shall be maintained. Also, each grant recipient shall be required to provide the president/director with official grade reports during and upon completion of the grant period. Continual participation is dependent on the recipient's satisfactory progress toward completion of a course of study.

F. Where the Participant May Attend

Participants may attend public and private institutions of higher education. Requests for grant-in-aid for participants will be reimbursed at the current semester hour rate for that institution.