



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 60.07, **TTUHSC Healthcare Education Scholars**

PURPOSE: The purpose of this Health Sciences Center Operating Policy/Procedure (HSC OP) is to establish a policy and procedures related to the TTUHSC Healthcare Education Scholars program to encourage faculty to pursue formal graduate training in education and/or education management.

REVIEW: This HSC OP will be reviewed by June 1 of each even numbered year by the Deans Council, with recommendations for revision forwarded to the Provost by July 1.

POLICY/PROCEDURE:

1. General.

With the ever-changing academic environment and the continuing need to meet standards established by national accrediting bodies, faculty throughout the institution are required to provide educational training and curriculum management at high levels of expertise. The leadership of the TTUHSC recognizes the need to offer a program that supports educational endeavors of the faculty.

The TTUHSC Healthcare Education Scholars program provides funding for two selected faculty members per year from the School of Nursing, School of Health Professions, School of Pharmacy, and the Graduate School of Biomedical Sciences to enroll in and pursue a **Master in Health Professions Education** or **Master in Education for Health Professions** at an institution of their choosing (with prior approval by the TTUHSC Office of the Provost). The School of Medicine may fund one selected faculty member from the School of Medicine per year to enroll in and pursue a **Master in Health Professions Education** or **Master in Education for Health Professions** at an institution of their choosing (with prior approval by the School of Medicine). Program goals include encouraging the pursuit of advanced degrees in the areas of education and/or education management and producing educational leaders capable of managing change within their respective fields, overcoming organizational barriers, and effectively directing the future of health care delivery systems.

2. Faculty Eligibility.

To be eligible, faculty members must meet the following requirements:

- a. Currently serve in a full-time TTUHSC faculty position and as a full-time TTUHSC faculty member for the preceding two (2) years.
- b. The school from which the candidate is applying cannot have a current Healthcare Education Scholar receiving tuition reimbursement without receiving an exception from the respective school's dean and TTUHSC Office of the Provost.

3. Faculty Responsibilities.

Participant shall notify the Office of the Provost or School of Medicine within ten (10) days of any of the following events:

- 1) Change in enrollment status;
- 2) Completion of course and grade at the close of each enrolled semester;
- 3) Completion, withdrawal, or leave from the program;

- 4) Incomplete course status of ongoing incomplete courses.

4. Institutional and Program Requirements.

In order to allow the faculty to engage in an educational program designed for health educators while continuing her/his responsibilities at TTUHSC, the following institutional and program requirements must be met for the participant to receive tuition reimbursement:

- a. Program must be available online with no more than two (2) weeks per year required onsite.
- b. Institution must be recognized as a regionally accredited institution by the U.S. Department of Education. The participant must obtain prior approval of the Institution by TTUHSC Office of the Provost or School of Medicine.
- c. Support for the program may not exceed four (4) years of enrollment. Exceptions may be made by the TTUHSC Office of the Provost or School of Medicine.
- d. Total program cost, including tuition, fees, and other related expenses approved in advance by TTUHSC, shall not exceed \$50,000.

5. Application and Approval Process.

Administrative oversight of the application and approval process are the responsibility of the Office of the Provost and the School of Medicine. Applications utilizing the standardized form, Attachment A, are submitted for consideration by the faculty candidate to the respective dean of the school for review and approval. The dean will forward the application no later than March 31 each year to the Office of the Provost or the School of Medicine who will coordinate with the TTUHSC Office of the Provost for final consideration and action. Applications received after this date will not be considered. Reimbursement of educational program costs will begin in the fall semester of the year following the date of application.

The TTUHSC Office the Provost reserves the right to reject any application and/or modify the conditions of this Operating Policy at any time. When an existing Healthcare Education Scholar is nearing completion of an educational program, the TTUHSC Office of the Provost or School of Medicine will advise the faculty regarding program availability allowing sufficient time to complete the application process.

6. Administrative Procedures.

Participant will be reimbursed for actual expenses for tuition, fees, and other related expenses; however, participant shall not be reimbursed for dropped or failed courses. Reimbursement shall be made on a semester basis subject to the maximum allowed program cost of \$50,000.

Participant will be required to submit actual receipts for allowable expenses within 30 days of completion of each enrolled semester. The reimbursement of approved expenses will be provided within the same semester. If receipts are not submitted until up to 30 days after the semester ends, the Participant may not receive reimbursement the same semester.

7. Service Commitment.

Upon successful completion of the educational program, participant shall remain and serve as a full-time faculty member at TTUHSC for a minimum of two (2) academic years.

If participant leaves employment with TTUHSC before a service commitment is completed, or fails to comply with established guidelines, reimbursement of all educational program costs is expected at the time of separation. Costs include any amounts of the employee's salary that were paid and were not accounted for by paid vacation, work time, or compensatory leave. If full reimbursement of costs cannot be made at separation, payment arrangements may be

established. The individual is liable to TTUHSC for any costs and reasonable expenses incurred in obtaining payment, including attorney's fees.

Non-reappointment of faculty shall be governed by HSC OP 60.01 in effect at the time of such action. In the event TTUHSC gives notice of non-reappointment pursuant to HSC OP 60.01, faculty shall not be required to reimburse any program support funds.

8. Funding.

Funding for the selected faculty member/s from the School of Nursing, School of Health Professions, School of Pharmacy, or the Graduate School of Biomedical Sciences will be provided by the Office of the Provost. Funding for the selected faculty member/s from the School of Medicine will be provided by the TTUHSC School of Medicine Office of the Dean.