



Doctoral Development Program for Full-time Tenure-track Faculty

**Participation Agreement
Effective Fall 2004**

Disclaimer: Being employed by Dominican University of California as a full-time faculty member does not guarantee doctoral development support. Support is limited and contingent on space in the program.

In consideration for my being accepted in the University's Doctoral Development Program, I hereby agree to the conditions, policies and procedures of the program set forth below, as follows:

PAID RELEASE TIME – Full time, tenure track faculty who are enrolled full-time in doctoral study at a regionally accredited University may receive up to 3 units of release time per semester for two semesters per academic year, or up to 6 units per academic year (1/4 reduction in teaching load). Academic advising and participation on full-time faculty committees would still be expected at the full-time level. Release time granted for doctoral study may not exceed 24 total release units or extend beyond 8 semesters. Faculty who have completed doctoral coursework and have been advanced to candidacy, but have not completed a dissertation, are eligible to receive up to 3 units of release time per semester for a maximum of 4 semesters. Workload and release time allocation is determined in collaboration with the School Dean each semester the faculty member is enrolled in doctoral study. Release time is to be used to allow a doctoral candidate to pursue his/her studies. Should the candidate need to increase his/her departmental workload, after award of doctoral release time units, such that he/she must assume an overload, the release time units must be returned to the doctoral program. Release time may not be applied to the Credit Bank or put the faculty member in overload in any way.

It is expected that faculty pursuing the doctorate will not be working outside of the University. Any exceptions must be declared by attaching the Declaration of Off-Campus Employment Form to this application. Such employment must be discussed with the faculty member's Dean when developing their workload if release time is being requested.

Faculty who receive the release time for doctoral study must commit to a minimum of one semester of post-doctoral teaching at Dominican University for every semester of release time granted and used.

FORGIVABLE TUITION LOANS – Faculty enrolled full-time in doctoral study at an accredited University may receive an interest free tuition loan of up to \$2,500 per semester. Loan amounts cannot exceed \$5,000 per year or a total of \$20,000 per faculty member. Faculty who

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have completed doctoral coursework, but have not completed a dissertation, are eligible for a maximum of \$10,000 in forgivable tuition loans.

Tuition forgiveness will begin upon completion of the doctoral program. Up to \$2,500 in tuition loans will be forgiven for each semester of post-doctoral teaching at Dominican University. A faculty member who leaves the University with a tuition loan outstanding will be required to repay the balance of the loan. If, for any reason, the faculty member reduces his/her employment below full-time (100%), the loan becomes repayable on a pro-rata basis. The University retains the authority to conduct performance evaluations and make employment determinations. If it is the decision of the University to terminate a faculty member's employment due to downsizing of the workforce, no tuition loan repayment will be required beyond the last semester of employment.

A faculty member must maintain continuous, good academic standing in their program. If necessary, a faculty member may "stop out" of a doctoral program as delineated by the rules of the particular graduate program or institution. So long as he/she maintains good academic standing, he/she is eligible to apply for support upon return to active study. However, if a candidate "stops out" for more than one semester he/she may lose his/her place in the Doctoral Development Program and need to reapply for support. Since spaces within the program are limited, a returning student may have to wait for an opening; the faculty member is not guaranteed support immediately when wishing to return to his/her studies.

If the candidate does not maintain good academic standing or drops out of the program, he/she must repay the entire value of the tuition loan. Plans to "stop out" for more than one semester must obtain written approval of the Department Chair and Dean and be submitted to the Doctoral Development Program along with proposed plans for completion of the degree. A faculty member who does not submit a "stop out" plan will be dropped from the program and asked to repay the tuition loan. A repayment plan may be negotiated with Human Resources.

INITIAL APPLICATION PROCESS

1. Tenure track faculty are eligible to apply for doctoral education support after employment at Dominican University of California for at least one full calendar year and completion of a minimum of one course in a doctoral program at a U.S. regionally accredited college or university. A copy of an official letter of acceptance into a doctoral program must be attached to the first application along with a transcript from the first semester of completed doctoral course work.
2. Applications must be submitted by March 1, for fall semester support and by October 1 for spring semester support. Decisions regarding support will be made by April 15, for fall semester support and by November 15, for spring semester support. Awards are competitive and are based on the faculty development needs of the University and the Schools as determined by the VPAA in consultation with the Deans.
3. Faculty members apply to the AVPAA for the Doctoral Development Program. Applications must specify the support requested and briefly explain the area of study to be pursued, rationale for choosing a particular program and/or institution and the projected graduation date for completing the doctoral program.

4. Faculty must meet with the Department Chair and the Dean of his/her school to obtain approval of the application for doctoral support. If release time is requested, a workload plan outlining proposed teaching, advising, and other assignments during the period of support must be mutually agreed upon, signed by the applicant, the Chair, and the Dean, and forwarded to the AVPAA. A Declaration of Off-Campus Employment Form must be attached to the application and discussed with the Dean if a faculty member is requesting release time. (Release time may not be granted if it puts the faculty member in overload.)
5. The AVPAA and VPAA in consultation with the Deans, reviews applications, determines priorities for support and makes selections based on the numbers of requests, numbers of faculty already receiving support, potential impact on a department or program, years of faculty employment, time of next scheduled review, off-campus employment, and funds available.

CONDITIONS FOR CONTINUED SUPPORT

1. Faculty members who have begun doctoral study with paid release time and/or forgivable tuition loans from the University and are continuing their studies will have priority over new applicants as long as his/her performance as a Dominican University faculty member continues to be satisfactory.
2. Support will be continued up to the maximum time and amounts specified as long as the faculty member remains enrolled full-time and in good standing in a doctoral program in an accredited institution and meets the terms of his/her contract with Dominican University of California.
3. The award of a doctoral support loan does not constitute a guarantee of continued employment
4. Transcripts from the accredited college or university at which the faculty member is studying will serve as documentation of continued enrollment and units completed and must be submitted to the AVPAA's office each semester.
5. A copy of a current statement of tuition and fees must be submitted to the AVPAA's office each semester a tuition loan is requested.
6. If release time is requested, the faculty must meet with the Department Chair and the Dean of his/her school by March 1, to develop a workload plan for the next academic year. A copy of the plan, signed by the faculty, the Chair, and the Dean, will be forwarded to the AVPAA. If a faculty member's situation has changed with regards to off-campus employment this must be addressed when discussing workload if release time is involved. If a faculty member begins off-campus employment during the doctoral development program he/she must submit a Declaration of Off-Campus Employment to the AVPAA to be included in the faculty member's file. (Release time may not be granted if it puts the faculty member in overload.)
7. If the doctoral program is not completed within two years of the final year of funding, the faculty member is responsible for paying back any outstanding tuition loans in full.

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8. Any tax obligations to the recipient from loan forgiveness are the sole responsibility of the recipient.

I hereby agree to the terms, conditions, policies and procedures set forth above and that this Agreement constitutes the entire agreement between me and University with respect to the Doctoral Development Program, and there are no other terms, obligations, covenants, representations, statements or conditions except as set forth in this Agreement. No change or amendment to this Agreement will be effective unless in writing and signed by the parties to the Agreement.

Date _____

Applicant Signature



Initial Application for Doctoral Study Support
Doctoral Development Program

Name _____ Faculty Rank _____
 Department _____ Date of Hire _____
 Area of Study _____ Degree Goal _____
 Institution Attending _____ Planned date of degree completion _____
 Date of matriculation as admitted doctoral student * _____

**First time applicants must attach documentation showing satisfactory completion of at least one course in the doctoral program. . Grades from previous semester attached.*

Briefly describe your reasons for selecting the program of study and the institution. (Continue on back if required).

Indicate the type of support you are requesting:

- ☐ Release time. Specify # of units _____ Semester needed _____
 Estimate total number of units of release time needed to complete degree _____
- ☐ Tuition loan. Specify amount _____ Semester needed _____
 Estimate total amount of tuition needed to complete degree _____

If you are requesting release time, attach a projected workload plan signed by your Department Chair and the Dean of your School. If you are working off-campus attach a Declaration of Off-Campus Employment Form.

If you are requesting a tuition loan, attach a current statement of tuition and fees.

Signatures:

Applicant	_____	Date	_____
Department Chair Approval	_____	Date	_____
Dean Approval	_____	Date	_____



Application for Continued Doctoral Study Support
Doctoral Development Program

Name _____ Department _____

Cite any change of status from your initial application:

Institution _____
Area of Study _____
Degree Goal _____

Planned date of degree completion _____
Explain changes regarding date of completion on reverse side of application.

Indicate the type of support you are requesting:

- ☐ Release time. Specify # of units _____ Semester needed _____
Estimate total number of units of release time needed to complete degree _____
- ☐ Tuition loan. Specify amount _____ Semester needed _____
Estimate total amount of tuition needed to complete degree _____

Attach required documentation:

If you are requesting release time, attach a projected workload plan signed by your Department Chair and the Dean of your School. If you are working off-campus attach a Declaration of Off-Campus Employment Form.

If you are requesting a tuition loan, attach a current statement of tuition and fees.

Attach transcript of previous semester's work to your application.

Continuation of doctoral support is contingent on maintaining full-time student status and satisfactory academic progress.

Signatures:

Applicant _____ Date _____

Department Chair Approval _____ Date _____

Dean Approval _____ Date _____