

Doctoral Educational Assistance Program (TAMUG)

Program Description

Full-time budgeted employees at all A&M System universities, agencies, and Texas A&M University System offices are qualified for reimbursement of tuition and mandatory fees. The initiative began in the Spring 2022 semester for eligible employees who are pursuing approved doctoral programs at A&M System universities. 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.

Eligibility

The following information outlines guidelines for the A&M System's reimbursement of tuition and mandatory fees for eligible employees pursuing approved doctoral programs at A&M System universities. This initiative began with the Spring 2022 semester. Under the direction of the chancellor, A&M System offices will conduct a sunset review in Summer 2024 for continuation, adjustment, or termination of the program. If the program is terminated, employees in the program would be "grandfathered in" through the end of their eligibility, as defined below. This program does not cover second doctorates, a medical degree, juris doctorate, or DBA from Prairie View.

Eligibility: Full-time, budgeted employees at Texas A&M Galveston Campus as qualified below.

FACULTY

1. Must be employed in a full-time, budgeted faculty position at an A&M System university or agency for no less than two long semesters before starting the program.
2. 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.
3. Must be admitted to a doctoral program at an A&M System university, have at least a satisfactory employee 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.**
4. Funding eligibility is limited to six years.
5. No reimbursements will be provided for additional courses outside the degree plan or auxiliary activities.

ADMINISTRATION AND STAFF (NON-FACULTY)

1. Must be employed for a minimum of 12 months in a full-time, budgeted professional staff position at an A&M System university, agency, or office.
2. Must be employed in a full-time, budgeted professional staff position at an A&M System university, agency, or office each semester while in the program. **Note:** Summer eligibility is contingent on employment during the summer months.
3. Must be admitted to a doctoral program at an A&M System university, have at least a satisfactory employee 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.**
4. Funding eligibility is limited to six years.
5. No reimbursements will be provided for additional courses outside the degree plan or auxiliary activities.

Funding

All tuition and mandatory fees for courses required to complete the degree will be reimbursed to the institution. No reimbursements will be provided for additional courses outside the degree plan or auxiliary activities.

1. The employee's associate vice president or equivalent must approve eligibility for this program.
2. Texas A&M University Galveston will provide a roster of eligible and enrolled employees to the Office of Academic Affairs at the A&M System, noting the employee's name, UIN, university in which the employee is enrolled, and academic program pursued.

Coordination with other Programs

Texas A&M University Galveston employees are not eligible to receive benefits from both the Doctoral Educational Assistance Program and the Employee Tuition Assistance Program simultaneously.

Job-Related Skill Enhancement Pay for staff positions as a result of Degree completion is at the discretion of the department leader and TAMUG COO and is not considered to be an entitlement. Internal equity with other positions in the department will be considered prior to increase approval.

Application Process

The Doctoral Educational Assistance Application is required to be completed two weeks prior to semester beginning. This requirement is waived for the Spring 2022 introductory semester of this program.

Completed forms are to be routed to hr@tamug.edu.