
APPLIES TO: All KC regular full-time employees

ISSUED: *October 31, 2024*

KEYWORDS: professional, development, study, degree, advanced

EFFECTIVE: *October 31, 2024*

PURPOSE: The purpose of this policy is to encourage and support the advanced professional development of Kettering College faculty and staff through released time and financial assistance for further study. By partnering with Kettering Health for funding and offering additional support where strategically beneficial, the College aims to enhance individual expertise and institutional value while ensuring responsible financial commitment and repayment protocols.

DEFINITION OF TERMS IN THIS POLICY:

- 1. Regular full-time employee:** an individual employed by Kettering College ("KC"; "the College") who fulfills 36-40 hours per week (72-80 hours per pay period) budgeted position(s) (≥ 0.90 FTE) and considered benefit eligible by KH HR policy.

POLICY DETAILS:

Kettering College ("KC"; "the College") actively supports further professional study for its faculty and staff, both toward advanced degrees and for specific post-degree goals. This support may be offered as either released time or financial support or both.

Financial Support:

Kettering Health ("KH") offers its employee's financial support for advanced study, and KC is actively involved in the KH program, which offers financial assistance for individual classes as well as for degree programs. All KH financial support for advanced study starts with the faculty or staff member applying to KH for support through their established application process. Please contact the HR office for the latest policy details and for application forms.

On occasion, the support offered through normal KH channels may not be sufficient for an individual's advanced study needs. Should the study program offer the College strategic value, the faculty or staff member may apply to their dean for additional support. The College may then grant further financial support to that individual, usually not to exceed the amount supplied by KH. Neither the College nor KH assumes complete responsibility for the cost of a degree program unless unusual and specific arrangements to the contrary are made.

When KH supplies a faculty or staff member with additional support, those funds must be repaid on a schedule determined at the time of the assistance. Under normal circumstances, the indebtedness will be amortized rather than repaid in cash. Indebtedness incurred pursuing advanced study may be amortized at the rate of 10% of the indebtedness a year until the degree or program is completed, and 20% a year after the completion of the degree. Amortization begins immediately upon the College being given evidence of the successful completion of the course, semester, or degree program being amortized.

Faculty or staff who leave the institution must arrange to repay all remaining indebtedness at the time of leaving.

Release Time:

Faculty may occasionally be given some degree of release time to pursue a degree useful to the College. On those occasions, graduate study will be included as part of workload calculations. It is more difficult to give release time to College staff, but this may also be done on rare occasions. Staff should negotiate this with both their immediate supervisor and their dean.

PROCEDURE

1. The employee seeking advanced study support must first meet with their department chair or director for approval before submitting a written request to their dean.
2. The dean reviews the request and, if supportive, submits it to the College's Executive Council (EC) for review.
3. If EC approves the request, the dean notifies the employee in writing of the approval and any related terms (e.g., support amount, timeframe, repayment schedule, or applicable coverage of tuition and fees).
4. The employee will discuss their progress in advanced study at least annually, during their annual evaluation, which the supervisor documents in the employee's evaluation or file.

RESOURCES/REFERENCES:

Related KH Policy: KH Employee Guide

Maintained by: Office of Academic Affairs

HISTORY OF REVISION:

Original date: Faculty Handbook 2014-2015

Revision dates: December 23, 2016; October 31, 2024