TO: The University of West Florida Community
FROM: Dr. Morris Marx, President
SUBJECT: Employee Grant-in-Aid (GIA) Policy

Policy/Purpose: To provide guidance for the administration of the GIA Program. The GIA provides educational leave for underrepresented employees who qualify for promotion.

Responsibilities of the Office of Equal Opportunity & Diversity (EO&D). Responsible for implementation and coordination of the program in accordance with the guidelines set out in this memorandum. Ensures appropriate record keeping of all GIA documents including application materials, selection committee deliberations, award notification letters, promissory notes, etc. Ensures that employees are notified of their selection for GIA awards in support of educational leave. Ascertains satisfactory academic progress of recipients.

Responsibilities of the University President (or designee). In consultation with the Office of EO&D, approves or disapproves the award recommendations submitted by the University's selection committee(s).

Responsibilities of the University Selection Committee(s). Reviews applications and recommends candidates for the GIA award to the President's designee, Assistant Vice President for Equal Opportunity and Diversity in priority order and in accordance with the following guidelines.

Eligibility Guidelines. This program is targeted to minority and female employees holding permanent or continuing full-time positions for at least two years prior to making application. The program is also open to males who are seeking degrees in areas underrepresented by males such as nursing. Full-time A&P, USPS and faculty employees are eligible. Contingent upon annual funding, the University may provide a total of four awards of one semester full-time equivalent educational leave to be allocated between the following employee groups: 1) Faculty or A&P, and 2) USPS. An institution may provide an employee with a GIA award of one or two semesters of educational leave during a program year.

Applicants for the GIA program should complete an application form and provide all materials, as outlined on the application form, to the University Office of Equal Opportunity and Diversity. Recipients are required to accept the GIA award in writing and execute the promissory note. A recipient who fails to satisfactorily complete the
conditions of the educational leave, but has "good cause" (as defined below) may not be required to complete the conditions of the promissory note. "Good cause" is defined as medical emergency or disability, injury or death, extended illness of spouse or dependent(s), involuntary call to military duty, or action taken that prohibits completion of the GIA recipient's academic pursuits.

Recipients shall comply with the program's requirements including the successful completion of a full-time course load. Successful completion shall be defined as remaining in "good standing" as determined by the University. GIA recipients awarded half-time educational leave are required to successfully complete, at a minimum, one-half of a full-time course load.

Recipients must notify the Office of EO&D immediately of any change in academic or personal status that affects his/her continued participation in the program. Transcripts or other documentation may be requested.

Recipients must also agree, as a condition of receiving the award, to participate in any follow-up assessments that may be conducted with respect to program accountability.

**Replacement Funding and Stipends.** The maximum replacement funding to the University for each full-time award is $5,500 per semester for the Faculty or A&P award and $3,500 per semester for the USPS award. In addition, $1,200 is allocated to provide a stipend (at $600 per semester for full-time study and $300 for half-time study) to USPS employees who are selected to participate. There is no stipend for Faculty or A&P participants.

Salaries of all employees selected for the educational leave program are to be continued in full and no work obligations are to be required. When an employee is granted half-time educational leave half-time work obligations will exist. Employees continue to accrue annual and sick leave.

6/11/02

Approved:  

Date: 6/11/02  

Dr. Morris L. Marx

EOD-2/02