



**UNIVERSITY SENATE  
Faculty Affairs and Personnel Committee**

**Report and Recommendation on Tuition Remission for Part-Time Lecturer Faculty**

**1. THE CHARGE**

*S-0710 Proposal on Tuition Remission for Part-Time Lecturer Faculty: Consider and make recommendations regarding the feasibility of implementing the "Proposal to Make Tuition-Remission Benefits Available to Part-Time Lecturer Faculty" received from Professor/Senator Karen Thompson. Respond to Senate Executive Committee by November 2008.*

The proposal (Appendix I) can also be downloaded from:  
<http://senate.rutgers.edu/KThompsonOnTuitionRemissionForPTLs.html>

**2. SUMMARY**

The Faculty Affairs and Personnel Committee (FAPC) was asked to review the feasibility of amending University Regulation 60.2.1 to include tuition remission for part-time lecturers (PTLs). The intent of the charge was to extend tuition remission benefits not only to PTLs and their families, but also to newly appointed PTLs who, as graduate students, finished their teaching assistantships and are approaching completion of their terminal degree.

In an effort to provide the possibility of professional development for a large segment of Rutgers employees, thus improving the quality of education at Rutgers, the FAPC has formulated a single recommendation on this proposal and submits the following for action by the University Senate:

- To recommend that University Regulation 60.2.1 be amended to include a 50% tuition remission benefit for part-time lecturer (PTL) teaching faculty who have 1) taught 12 credits or more at Rutgers University and are 2) appointed as Rutgers employees as of the first day of class. This benefit does not extend to dependent children, spouses, or domestic partners. To take advantage of this benefit, PTL employees must be admitted to one of the undergraduate, graduate, or professional divisions of the university (matriculated or non matriculated); summer and winter sessions are included.

**3. REPORT AND RECOMMENDATION**

The FAPC met and discussed the charge in four sessions (10/19/07, 1/25/08, 3/28/08, and 10/24/08). The committee invited EVPAA Phil Furmanski to attend the 2008 September meeting; he graciously provided data on the number of Rutgers faculty who currently receive a tuition benefit and how much this benefit costs the University (on average).

In addition to the proposal itself, the committee considered additional documents obtained from the Human Resource web pages posted by other AAUs, summarized in Appendix II. The FAPC draft report submitted to the Senate Executive Committee was the result of interim deliberations and votes, and was circulated by e-mail to the membership for approval prior to submission.

### *3.1. Background and Discussion*

The tuition remission benefit for employees and dependent children at Rutgers University is currently available only to regularly appointed, full-time faculty or staff members. Employees who wish to further their own education (personal benefit) must be admitted to one of the undergraduate, graduate, or professional divisions of the university (matriculated or non matriculated). As of July 1, 2008, the benefit to employees is as follows (found in documents at these links: <http://uhr.rutgers.edu/ben/TuitionRemission.htm> and <http://policies.rutgers.edu/PDF/Section60/60.2.1-current.pdf>):

- Staff receiving a salary at or below \$95,638 are entitled to full tuition remission
- Staff receiving a salary above \$95,638 are entitled to 50% tuition remission
- Faculty members below the rank of Associate Professor are entitled to full tuition remission
- Faculty members who are in the rank of Associate Professor or above are entitled to 50% tuition remission

The dependent children of full-time employees are also entitled to a tuition remission benefit. The employee must be appointed as of the first day of class, and the child must be admitted to and enrolled in one of the undergraduate divisions of the university, studying full-time or part-time for a first baccalaureate degree. Remission cannot exceed 10 terms for a 4-year undergraduate degree or 12 terms for a 5-year undergraduate degree.

Retirees may qualify for tuition (for personal use or dependent child) provided certain criteria are met.

In committee discussions, EVPAA Phil Furmanski reported that the cost (as lost revenue, not as an out-of-pocket expense) of the tuition benefit (personal and dependent children) to the University rose from \$4.6 million to 7.7 million (appx. 15%) from 2003 to Feb. 2008, based on 10,000 full-time employees. The increase was not due to an actual increase in demand, but to an increase in tuition costs. If the ca. 1300 PTLs currently employed at Rutgers were to take advantage of the benefit at the same rate, an additional \$1 million in lost revenue would be incurred. In committee discussions, however, it was noted that a proportion (20 to 25%) of these lecturers are first-time employees, many of whom do not return for a second term, and that ca. one-third have terminal degrees (PhD, MD, JD, MFA, EEd, etc) and may not be interested in further study. Thus, the pool of part-time faculty availing themselves of a tuition remission benefit may be relatively low.

In comparison to some other AAUs (both public and private), the Rutgers tuition remission benefit is comparatively poor. The "tuition remission" policies as posted on the University Human Resources web pages of 19 randomly selected AAUs are summarized in

Appendix II.<sup>1</sup> Tuition benefits are described by various programs titled as “tuition reimbursement,” “tuition reduction,” “tuition exemption,” “tuition aid,” “tuition assistance,” “tuition grants,” “tuition waivers,” “fee courtesy,” “dependent education,” “professional development,” and “education privileges.” Tuition benefits may apply to the employee as a personal benefit in degree programs or job-related or non job-related coursework, or may be used by the spouse, domestic partner, or dependent child of the employee in undergraduate degree (most often) or graduate or non-degree (rarer) programs. Eligibility requirements vary by employee classification (faculty, staff), status (full-time or part-time), and length of service. The benefit also varies with respect to percent of tuition costs covered, total dollar amount of benefit, number of courses eligible for tuition remission, the nature of degrees or other course-work eligible for the benefit, and whether other institutions are included in the benefit.

In this summary, a range of tuition benefits are evident. Some institutions offer little or no opportunity for employees to engage in degree or other non-degree coursework with tuition relief. For example, the only tuition benefit afforded University of Wisconsin employees is a one-year break on non-resident tuition for spouses, domestic partners, and children of employees who move to Wisconsin as a result of full-time employment. The University of Iowa Tuition Assistance Program permits eligible staff to apply for financial assistance to help defray the cost of *one* college credit course (up to four semester hours). Iowa State University has a tuition grants program applicable to full-time staff only; dependents are not included. The University of Florida affords personal tuition benefits for its full-time employees, but the benefit for children is limited to certain classifications of staff.

Alternatively, other institutions offer a wide range of benefits to employees as well as their spouses, domestic partners, and dependent children. For example, Syracuse University provides tuition-free credit hours for eligible employees and their spouses and same-sex domestic partners, as well as full tuition waivers for dependents engaged in undergraduate study. These benefits apply to those employees who work both full-time as well as part-time. The University of New Mexico carries full tuition-remission benefits for the employee regardless of full-time or part-time status; any remaining, unused credits may be applied to the employee’s spouse or domestic partner. The benefit for dependent children, however, is restricted to full-time employees. University of Arizona applies a reduced tuition rate benefit to full-time and part-time employees; although benefits are available for spouses and children, they are not specified for domestic partners.

Institutions with a basic level of benefits (tuition remission for full-time employees and their dependent children only) include Rutgers, Duke, and Cornell. Indiana University, NYU, and Penn State include an additional benefit for the employee’s spouse or domestic partner. Institutions that afford additional personal benefits to part-time employees include CalTech, Columbia, MIT, Michigan State, Ohio State, Syracuse, and the Universities of Arizona, Illinois, Iowa, Maryland, and New Mexico. The range of benefits to these employees varies. For example, Columbia University and Michigan State apply a personal benefit to its part-time staff; compared to full-time staff, the number of credit hours reimbursed is reduced or is calculated on a proportional basis. Policies at MIT, Ohio, Syracuse, University of Illinois, and University of New Mexico are similar, but an additional, reduced benefit is available to the children and/or spouses/domestic partners of part-time employees.

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<sup>1</sup> This may not include benefits afforded to employees through collective bargaining.

An analysis of these benefits provided by public v. private institutions is summarized in the following table:

<b>Benefit</b>	<b>Public</b>	<b>Private</b>
Part-time employees	7/10 (70%)	4/8 (50%)
Dependents	5/10 (50%)	5/8 (63%)
Same sex domestic partners and/or spouses	5/10 (50%)	4/8 (50%)

More than 50% of those AAUs surveyed (both public and private) provide some type of benefit to part-time employees, spouses, and/or same sex domestic partners, areas where the Rutgers program is lacking.

In its deliberations, the FAPC perceived that there is a need to provide professional development to PTL faculty who are committed to a teaching program at Rutgers University, as well as to graduate assistants who teach as PTLs during the completion of their advanced degrees. Given that PTLs are responsible for as much as 30% of undergraduate coursework at Rutgers, such professional development will be of direct benefit to students in these teaching programs, and the quality of education at the University will ultimately be improved. Since the estimated additional cost (in lost revenue) to the University would be relatively low, the committee reasonably wishes to recommend a reduced personal tuition benefit to those PTLs with an established teaching record at Rutgers University.

### *3.II. Recommendation*

For these reasons, the FAPC offers the following recommendation for adoption by the University Senate:

#### **Recommendation:**

*The Senate recommends that University Regulation 60.2.1 be amended to include a 50% tuition remission benefit for part-time lecturer (PTL) teaching faculty who have 1) taught 12 credits or more at Rutgers University and are 2) appointed as Rutgers employees as of the first day of class. This benefit does not extend to dependent children, spouses, or domestic partners. To take advantage of this benefit, PTL employees must be admitted to one of the undergraduate, graduate, or professional divisions of the university (matriculated or non matriculated); summer and winter sessions are included.*

#### **Faculty Affairs and Personnel Committee 2008-09**

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*Panayotatos, Paul, Engineering (F), Co-Chair*

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*Boylan, Edward, FAS-N (F)*

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*Carr, Deborah, SAS-NB (F)*

*Ciklamini, Marlene, SAS-NB (F)*

*Covey, Lori, SAS-NB (F)*

*Creese, Ian, Other Units-N (F)*

*Deutsch, Stuart, Law-Newark Dean (A)*  
*Ellis, Nancy, PTL-C (F)*  
*Finegold, David, SMLR Dean (A) - Administrative Liaison*  
*Fishbein, Leslie, SAS-NB (F)*  
*Gonzalez-Palmer, Barbara, MGSA (F)*  
*Gursoy, Melike, Engineering (F)*  
*Janes, Harry, SEBS (F)*  
*Kociol, Brett, GSAPP (S)*  
*Lehne, Richard, SAS-NB (F)*  
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*Niederman, Robert, GS-NB (F)*  
*Rodgers, Yana, SAS-NB (F)*  
*Rudman, Laurie, GS-NB (F)*  
*Simmons, Peter, Law-N (F)*  
*Stein, Gayle, NB Staff*  
*Stevens, Camilla, SAS-NB (F)*  
*Thompson, Frank, SPAA (F)*  
*Thompson, Karen, PTL-NB (F)*  
*Tomassone, Maria, Engineering (F)*  
*Wagner, Mary, Pharmacy (F)*

Appendix I. Original charge to the FAPC:

**Submitted by Karen Thompson, PTL Senator and Senate Executive Committee Member  
October 2007**

**Charge:** In order to develop the professional capacity of part-time lecturers at Rutgers as well as acknowledge their contribution to the educational process at RU, consider the feasibility of amending University Regulation 60.2.1 concerning **tuition remission to include part-time lecturers.**

**Suggested Amendments to Regulations:**

Example of possible language adjustment (two additional phrases):

- 60.2.1 Benefits Available to University Employees
6. Policy Regularly faculty and staff, including part-time lecturers, may qualify for tuition remission for themselves and their children under the following conditions:
- A. Educational Benefits for Employees
1. Eligibility Requirements. Employees must meet all of the following eligibility requirements, and must establish their eligibility each academic term.
- a. Employee must be regularly appointed of a full-time basis, or as a part-time lecturer, as of the first day of class for the course.

[All else within the regulation would remain the same.]

Background:

- 1) Many PTLs at Rutgers are graduate students who have used up their teaching assistantship funding and are approaching completion of their terminal degrees. Undercutting educational benefits at the same moment that salaries shrink is counterproductive to the individual's status as a student and a teacher.
- 2) Other large research institutions include tuition remission as a benefit of teaching as part-time / adjunct faculty:

SUNY, CUNY, Connecticut State University, University of Connecticut, California State University system, Long Island University, New York University, School of Visual Arts, Illinois State University system, University of Richmond, University of Florida, University of Cincinnati, University of Illinois, University of Vermont, University of Maryland plus a host of state, county, and community colleges, as well as private colleges such as Rider University here in NJ.

While the tuition remission policies at these colleges and universities are structured and implemented in various ways, they all reflect the core recognition of PTLs as contributors to the continuing advancement of each institution's academic and educational mission. As New Jersey's State University, Rutgers should strive to become a leader in providing tuition remission in order to support PTLs as integral members of our academic community.

- 3) Given the dramatic expansion of knowledge in almost all fields of study and the complexity, liveliness and often contradictory nature of scholarly discourse, part-time lecturers have an important responsibility in maintaining currency in their fields. With PTLs responsible for as much as 30% of undergraduate courses at Rutgers, such professional development becomes critical for quality undergraduate education.

- 4) As the new unified School of Arts and Sciences takes its first steps, attention must be paid to the delivery of coursework within the core curriculum and to the personnel contributing to the educational process.

Tuition remission for part-time faculty should be University policy reflecting our commitment to undergraduate education as an essential part of Rutgers' mission.

Appendix II. Summary of tuition benefit policies offered by selected AAUs.

		Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
<b>AAU</b>							
<b>CalTech</b>	<p><b>Personal tuition remission benefit (Tuition Reimbursement Program)</b> up to \$10,000 per year is applicable to “regular benefits-based employees” who work more than 20 hours per week. Courses taken at accredited institutions must be in a job-related field. Tuition reimbursement for graduate study is available for full-time employees; such for undergraduate study is available for part-time employees.</p> <p><b>Tuition Exemption</b> at CalTech is available only for the children of full-time, benefits-based employees who have passed a probationary period.</p>	X	X	X FT PT			X FT only
<b>Columbia</b>	<p><b>For administrative and academic faculty and officers:</b> Columbia offers a <b>Primary Tuition Scholarship</b> that pays 10 to 35% of a child’s elementary K-8 tuition (private) depending on income. Eligible employees must be full-time, salaried; no probationary period. The <b>College Tuition Scholarship Program</b> pays half tuition at an accredited institution for eight semesters. Eligible employees must be full-time, salaried; no probationary period. The <b>Tuition Exemption Benefit</b> provides a personal tuition benefit for employees at Columbia and Barnard. The amount of the benefit depends on the rank of the officer; one course per semester for those in professorial rank; up to 15 credit hours per semester for those of non-professorial rank. For spouses/ domestic partners and children, a full tuition benefit applies to undergraduate courses taken at Columbia or Barnard; tuition benefit for graduate courses depends on year of hire (after 1993, there is no benefit for graduate courses).</p>	X	X TEB reduced	X	X	X	X
<b>Cornell</b>	<p><b>For full-time and part-time non-union, non-academic staff:</b> The <b>Tuition Exemption Benefit</b> provides a tuition benefit for employees at Columbia and Barnard; unused portions of that benefit per semester may be used by spouse/domestic partner or children at Columbia only. For full-time employees, benefit is two courses (7 points) per term. For part-time employees, benefit is one course (up to 4 points) per term. Applies only to courses with assigned points.</p> <p>Employees (hired after 1985) who have worked for four years at &gt;35 hours/week (for 8 consecutive months) are eligible for <b>Cornell Children’s Tuition Scholarship</b>. Tuition remission for children is 100% minus fees. Employees hired prior to 1985 may work part-time and receive a pro-rated benefit. The <b>Employee Degree Program</b> (8 credits tuition per semester) is available only to full-time, non-academic personnel who have completed one year of service. Non-academic employees are eligible for the <b>Extramural Program</b> (one course/semester on a space-available basis for personal development through Office of Continuing Education and Summer Session). Cornell also offers a <b>Tuition Aid</b> program for non-academic off-campus employees. Tuition for up to 4 credit hours per semester at participating institutions is reimbursed.</p>	X	X hired prior to 1985 only	X			X

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

		Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
<b>AAU</b>							
<b>Duke</b>	<p><b>Children's Tuition Grant Program</b> provides a grant for undergraduate tuition expenses incurred by children of eligible employees for full-time study at any accredited college or university. Benefits under this program provide tuition grants of up to 75% of the weighted average of Duke tuition, after applying a deductible of \$1,975 per semester for the 2008/2009 academic year. For example, after a deductible of \$1,975 per semester for the 08/09 academic year, the maximum benefit pays \$13,524.38 per semester. To be eligible, an employee must be full-time faculty (40 hours/week) or staff (more than 30 hours/week), hired full-time for 5 consecutive years.</p> <p>The <b>Employee Tuition Assistance Program</b> provides reimbursement of tuition for classes taken at Duke or any other higher educational institution accredited by the Southern Association of Colleges and Schools with a physical presence in North Carolina. This program provides reimbursement of tuition for a maximum of two classes per semester or quarter (limit six semester classes or eight quarter classes per calendar year) up to \$5,000 per calendar year for full-time employees with at least two years of continuous service. To be eligible, employees must be full-time faculty (40 hours/week) or staff (more than 30 hours/week), hired full-time for 5 consecutive years. Employees must be in good standing with a satisfactory performance record.</p>	X		X			X
<b>Indiana University</b>	<p><b>IU Fee Courtesy Plan:</b> eligible individuals may receive an IU subsidy toward the tuition costs associated with attending Indiana University classes. Eligible employees are full-time (100%) faculty and staff, including those on approved leave of absence and retirees. The benefit is a specified dollar amount calculated each year; the benefit is greatest for employees and retirees; children of eligible employees qualify for 50% in-state tuition rate, and spouse/domestic partner qualify for appx. one-third the employee benefit.</p>	X		X		X	X
<b>Iowa State</b>	<p><b>For nontemporary staff (no faculty or child benefits):</b> The <b>Tuition Grant Programs</b> provides tuition reimbursement to eligible P&amp;S (professional and scientific) and Merit staff members for up to four credits (per term) at the Iowa State University tuition rate. Tuition grants will be permitted for any coursework offered for credit toward a degree or certificate by an accredited institution (not solely at Iowa State). The individual is not required to be a candidate for a degree or certificate to qualify for a tuition grant. Eligible employees must have permanent appointments of continuous service.</p> <p>Iowa State University departments/units may provide <b>Tuition Assistance</b> to their employees for professional development at Iowa State or other accredited institution. Funding for tuition, books, fees, and time away are provided by the department. A supervisor and an employee discuss the employee's need for tuition and other assistance. The discussion will also include the arrangements to accommodate time away from the workstation. Satisfactory employee performance and available budget are the only restrictions. Eligible employees must have nontemporary appointments. The reimbursement rate is the same</p>	X		X			

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

AAU		Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
<b>MIT</b>	<p>as the institution's resident tuition with no predetermined credit hour maximum.</p> <p>The <b>Children's Scholarship Plan</b> provides grants (essentially tuition remission) for children of MIT employees to attend MIT, and in some cases accredited universities outside of MIT. Eligible employees must work at least 50% of normal full-time for the previous three months. The benefit (100% of tuition for four years) is prorated for workers who are less than full-time. The following are not eligible: visitors, consultants, contractors, fellows, affiliates, teaching or research assistants, honorary lecturers, post-doctoral trainees, people paid by MITemps and members of the armed services assigned to MIT.</p> <p>The <b>Tuition Assistance Program</b> (personal benefit) enables employees to obtain, maintain, or improve the skills necessary to develop a career path at MIT. The benefit provides up to \$5,250 for full-time employees per calendar year for eligible courses [for regular degree work at MIT, one course per year; for special (non-degree) courses, 100% of tuition costs for one course per term]. The benefit is for all levels of study (GED to graduate level). Eligible employees must work at least 50% of normal full-time for the previous year, and the benefit is pro-rated for part-time employees.</p> <p>The <b>Educational Loan Plan</b> provides loans to eligible employees to help with the cost of providing an undergraduate or graduate college education for eligible dependent children. Eligible employees must work at least 50% of normal full-time for the previous year, and the benefit is pro-rated for part-time employees. Full-time employees may borrow per 12-month period \$10,000 (for one child enrolled in a college or university) or \$15,000 (more than one child), up to an outstanding balance of \$50,000.</p>	X	X 50%, pro- rated	X			X
<b>Michigan State</b>	<p>The <b>Educational Assistance Program</b> policy applies to regular, full-time (90 to 100%) University <b>support staff and flexible employees</b> (not faculty) employed for at least 12 months. Regular-part-time (50% to &lt;90%) employees are entitled to (personal) benefits on a proportional basis. The University provides financial assistance to help employees achieve educational and career development goals. Benefit includes up to 20 term credits per academic year (tuition waiver) or tuition reimbursement not to exceed \$800 per academic year for non-credit, job-related courses from MSU or other approved institution. Eligible courses include those that are job-related or degree-related. Eligible employees may request release time up to five hours per week for credit courses. Eligible employees may also request release time to attend approved non-credit courses. All release time is subject to departmental approval. If an employee drops a class, the waiver account is credited and the student is billed for any balance due. If an employee does not successfully complete a course (a grade of 2.0 or better) for which waiver funds have been expended, the amount of tuition waiver will be deducted from the employee's paycheck(s).</p> <p>The <b>Course Fee Courtesy Program</b> provides financial assistance to enhance the</p>	X	X E benefit only	X	X FT only	X FT only	X FT only

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
	<p>educational development of an employee's spouse/MSU-recognized same-sex domestic partner and dependent child(ren). Course Fee Courtesy consists of credit of an amount equal to one-half of the applicable Michigan resident on-campus undergraduate course fees at Michigan State University. Faculty and staff eligible under the course fee courtesy policy are as follows: all full-time support staff, full-time tenure system faculty, librarians, and specialists, full-time fixed term faculty, and academic staff with at least 60 Full-Time-Equivalent (FTE) service months, and those who have access to the program by virtue of a labor contract. No apparent benefit for part-time employees.</p> <p>Academic specialists (faculty) may apply for the <b>Professional Development Support Program</b>, which provides support to participate in credit/non-credit courses, seminars, workshops, short courses, and other short-term training programs. The program is funded with an annual allocation of \$100,000. Applications are accepted on a continuous basis (as long as funds are available) for courses, programs, etc., that take place during the period of August to August. Eligible employees must have a minimum of 24 FTE service months and are appointed 50% time or more. Part-time are eligible on a proportional basis.</p>						
<b>NYU</b>	<p><b>NYU Tuition Remission Benefit Plan</b> covers 100% of the cost of tuition for eligible employees. All regular, full-time faculty at or below the rank of instructor, administrative and professional employees, full-time research staff, regular office/clerical staff, and laboratory/technical staff may enroll as degree candidates at NYU or take non-credit/non-degree courses. The benefit is limited to 9 credits per semester, up to a maximum of 27 credits per academic year. Employees must schedule courses so they do not conflict with the normal workday. If this is not possible, the Supervisor may approve a temporary adjustment of the employee's work schedule, but not the total hours worked.</p> <p><b>NYU Tuition Remission Benefit Plan for Dependent Children.</b> Benefits (100% tuition waived) are available for the dependent children, spouses, and domestic partners of faculty, administrative and professional staff, office and clerical, laboratory and technical, service and maintenance staff. The benefit is applicable after the employee has three years of continuous, full-time, regular NYU employment.</p> <p><b>NYU Tuition Remission Benefit Plan for Spouses and Domestic Partners.</b> The handbook has specific language on such benefits for office and clerical, laboratory and technical, service and maintenance staff. According to the web site, descriptions of these benefits for spouses and domestic partners of full-time faculty and professional staff are not yet posted. Benefits are similar to those posted for eligible employees: the employee must complete three months of continuous, full-time, regular NYU employment and successfully completed the probationary period; 100% of tuition is waived for undergraduate degree</p>	X		X	X	X	X

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

		Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
<b>AAU</b>							
<b>Ohio State</b>	<p>programs, including those offered abroad as part of an NYU degree program; one associate's, one bachelor's, and one master's degree can be taken under tuition remission; a maximum of nine credits per semester may be used by the spouse or domestic partner.</p> <p><b>Faculty and Staff Tuition Assistance</b> offers a tuition assistance benefit to eligible faculty and staff, which is credited toward the Instructional, General, and non-Ohio resident fees for courses taken at Ohio State. Eligible employees are regular faculty or staff, auxiliary faculty, clinical instructors, post-doctoral fellows, and visiting faculty of at least 75% full-time equivalent. The benefit pays up to \$5,625 per quarter or \$8,440 per semester. Employees may enroll in undergraduate, graduate or professional degree-granting programs upon meeting the university's admission requirements. HR Policy 2.35 (hr.osu.edu/policy) limits course work to 10 credit hours per academic term. Course(s) must be taken for credit at The Ohio State University. The program will not pay for a course that is audited. Courses must be completed with a passing grade</p> <p>The <b>Dependent Tuition Assistance Program</b> offers a tuition assistance benefit to the eligible dependents of eligible faculty and staff. The University's assistance is credited toward instructional and general fees for courses taken at Ohio State. Eligible faculty and staff must hold an appointment of at least 50% FTE. Eligible appointments include regular appointments of faculty, unclassified staff, classified civil service staff, or auxiliary faculty (excludes lecturer), or term appointments of clinical instructor house staff. The benefit applies to an eligible employee's legal spouse or same-sex domestic partner, natural-born or adopted children, and foster children who have lived with the employee for at least five years. The program pays based on the undergraduate fee schedule for only the instructional and general fees. A dependent with one eligible parent receives a 50% benefit; if two eligible parents, then the dependent receives a 75% benefit.</p> <p>Educational privileges at Penn State are available to regular, full-time faculty or staff members, their spouses, and their unmarried children. The grant-in aid is for 75% of the tuition charge and applies to Penn State resident instruction and continuing education credit courses.</p> <p>Personal benefit: Policy HR36 <b>Education Privileges for Faculty, Staff, and Retirees</b>. Eligible appointments include regular employees during active and certain inactive periods of employment. Those eligible include faculty or exempt staff appointed as full-time fixed-term, full-time, visiting faculty appointments, and retirees. Benefit (up to 75% of tuition charge) is restricted to 12 to 16 credits per academic year, dependent on the employee's appointment.</p> <p>Benefits for spouses and dependents: Policy HR37 <b>Grant-in-Aid for Dependents of Faculty, Staff, and Retirees</b>. Eligible appointments include regular employees during</p>	X	X	X	X		X
<b>Penn State</b>	<p>Educational privileges at Penn State are available to regular, full-time faculty or staff members, their spouses, and their unmarried children. The grant-in aid is for 75% of the tuition charge and applies to Penn State resident instruction and continuing education credit courses.</p> <p>Personal benefit: Policy HR36 <b>Education Privileges for Faculty, Staff, and Retirees</b>. Eligible appointments include regular employees during active and certain inactive periods of employment. Those eligible include faculty or exempt staff appointed as full-time fixed-term, full-time, visiting faculty appointments, and retirees. Benefit (up to 75% of tuition charge) is restricted to 12 to 16 credits per academic year, dependent on the employee's appointment.</p> <p>Benefits for spouses and dependents: Policy HR37 <b>Grant-in-Aid for Dependents of Faculty, Staff, and Retirees</b>. Eligible appointments include regular employees during</p>	X		X	X		X

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
	<p>active and certain inactive periods of employment. Those eligible include faculty or exempt staff appointed as full-time fixed-term, full-time, visiting faculty appointments, and retirees. The grant-in-aid applies to all resident instruction and continuing education credit courses, except for professional curriculum, offered at any Penn State campus. The grant-in-aid for a son or daughter applies only until the bachelor's degree is received. The amount of the grant-in-aid would result in out-of-pocket costs for employees to be 25 percent of the effective in-state tuition rate (excluding other student fees).</p> <p>There is a provision for dependents of deceased employees.</p> <p><b>Tuition Remission</b> for employees and dependent children is available for regularly appointed faculty or staff members.</p> <p><b>Eligibility Requirements for tuition remission (personal benefit)</b>                      Employees must be full-time and admitted to one of the undergraduate, graduate, or professional divisions of the university (matriculated or non matriculated). Benefit for the employee is as follows:</p> <ul style="list-style-type: none"> <li>• Staff receiving a salary at or below \$95,638 are entitled to full tuition remission</li> <li>• Staff receiving a salary above \$95,638 are entitled to 50% tuition remission</li> <li>• Faculty members below the rank of Associate Professor are entitled to full tuition remission</li> <li>• Faculty members who are in the rank of Associate Professor or above are entitled to 50% tuition remission</li> </ul> <p><b>Eligibility Requirements for Dependent Children</b>                      The parent of the child must be regularly appointed on a full-time basis as of the first day of class for the course. The child must be admitted to and enrolled in one of the undergraduate divisions of the university as a full-time or part-time student, studying for his or her first baccalaureate degree. Remission cannot exceed 10 terms for a 4-year undergraduate degree or 12 terms for a 5-year undergraduate degree.</p> <p>Retirees may qualify for tuition remission (for personal use or dependent child) if certain criteria are met.</p>	X		X			
<b>Rutgers</b>		X		X			X
<b>Syracuse</b>	<p><b>Remitted Tuition</b> at Syracuse provides credit hours for eligible employees/retirees and their spouses/same sex domestic partners for undergraduate and graduate study. Unused credits may be transferred to spouse/same sex domestic partners. Up to twelve credit hours of remitted tuition are available each year to full-time benefits eligible faculty and staff. Up to nine credit hours are available to part-time benefits eligible faculty and staff. Eligible retired employees and spouses may continue to receive the same benefit as when actively employed. The spouse or eligible domestic partner of a graduate assistant is</p>	X 12 credits/ year	X 9 credits/ year	X	X Un- used credits	X Un- used credits	X FT PT

Key: FT = full-time; PT = part-time; E = employee; SP = spouse; DP = domestic partner; C = child.

	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
<p>eligible for 3 credit hours of remitted tuition per semester, during the GA's appointment period.</p> <p>The <b>Dependent Tuition Benefits Program</b> and Syracuse offers three dependent tuition options leading to the first bachelor's degree for the eligible dependents of eligible employees. Eligible dependents are eligible for only one option at a time. Syracuse University employees eligible for Dependent Tuition Benefits are: benefits eligible full- and part-time staff who have completed the equivalent of a minimum of three years of continuous full-time employment; or all regular full- and part-time faculty (percent of effort for part-time faculty 62.5 percent to 75 percent per academic year) who have been explicitly appointed by a single academic unit to the category of regular full-time or regular part-time, for a period of more than one academic year, completing the equivalent of a minimum of three years of continuous full-time employment; or any participant in the University's Tenured Faculty Voluntary Phased Retirement Program who is not a "highly compensated employee" (as that term is defined in Section 414(q) of the Internal Revenue Code). Benefits options include <b>Dependent Tuition</b>, <b>Tuition Exchange</b>, and <b>Cash Grant</b>.</p> <p><b>Qualified Tuition Reduction (QTR)</b> and the <b>Educational Assistance (EAP)</b> programs enable eligible individuals to enroll in courses of study at reduced registration fees. The QTR/EAP is reciprocal among the three state universities and may be used for regular semesters (Spring and Fall), winter session or summer sessions (Pre-Session/Summer I and Summer II).</p> <p><b>Qualified Tuition Reduction Program</b> permits eligible employees (including disabled, deceased, and retired employees) as well as their spouses and eligible dependent children to enroll in courses of study at reduced tuition rates. Eligible employees include all administrative, faculty, professional, and classified staff employees, except graduate assistants and associates, who are currently employed at 50% time or more and whose employment is expected to continue six (6) months or more. Retired employees who meet certain criteria are also eligible.</p> <p>All eligible employees and their spouses may register for 1 to 9 credit hours per regular semester or for 1 to 6 credit hours per summer session. Dependent children (children eligible to be claimed as dependents for federal tax purposes and who have not reached age thirty (30) as of the first day of the semester for which the reduced tuition rate is granted) of eligible employees who register for one or more credit hours shall pay 25% of resident tuition plus any laboratory or course fees.</p> <p>The <b>Educational Assistance Plan</b> covers costs (tuition and fees waived by the University) for educational courses taken by a participant (eligible employees and graduate student</p>							
<p><b>Univ. Arizona</b></p>		X	X 50% FTE	X	X		X

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	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
	<p>assistants and associates). The benefit includes the sum of tuition on all units taken minus \$25. For graduate assistants and associates, up to 100% of resident tuition is refundable. This benefit is not well-defined on the Univ. Arizona website; it is not clear who is eligible, and what benefit these employees receive.</p> <p>It appears that participants apply for both benefit programs in tandem.</p> <p>The <b>Employee Education Program</b> enables full-time UF Academic Personnel (including post-docs receiving health benefits), TEAMS employees, and USPS employees who have been employed for at least six months to receive tuition assistance for up to six credit hours of instruction per semester at the state university closest to their work. TEAMS (a type of staff) employees may also attend classes at a public community college closest to their work. The purpose of the program is to encourage UF faculty and staff to pursue educational opportunities for professional growth and development.</p> <p>It is the sole discretion of the employee's department chair as to the number of credit hours, up to six, for which an employee may register each semester under this program. Participation in the EEP is not a guaranteed benefit of employment. Employees are permitted to take courses in any discipline and the courses taken by an employee do not have to be job related to their current position.</p> <p>The University of Florida's <b>Higher Education Opportunity</b> provides children of full-time TEAMS employees with the opportunity of tuition assistance for an undergraduate education at the University of Florida. Each year, Human Resource Services randomly chooses 50 children of TEAMS employees from a pool of eligible applicants. For each child selected, the university will pay the in-state matriculation fees, less any Bright Futures scholarship award, for a maximum of 132 credit hours toward an undergraduate degree at the University of Florida or a public community college in the state over a six-year period for each selected child.</p> <p><b>Tuition and Service Fee Waivers for academic professional or faculty employee or retiree:</b> Academic employees may be eligible for an employee tuition waiver from any of the three University of Illinois campuses (UIC, UIS, or UIUC). Academic employees (excluding those in the Graduate Student Assistant category) are eligible for a tuition and service fee waiver if they hold an appointment of 25 percent or more of full-time service for not less than three-fourths of a term. Also eligible for tuition and fee waivers are retired academic employees and staff members of allied agencies who are considered equivalent to academic staff members of the University.</p> <p>While there is no set limit on the number of units of credit that may be taken by academic employees registered in the Graduate College, it is recommended that the employee-</p>	X		X			X very limited
<b>Univ. Florida</b>		X					
<b>Univ. Illinois</b>		X	25% FTE	X			X 50% FTE; 50% benefit

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	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
	<p>student discuss and determine the appropriate level of hours with both their employing unit and their graduate department.</p> <p><b>Tuition and Service Fee Waivers for civil service employee or retirees:</b> Eligible civil service employees must be in a status appointment or an appointment designed to qualify for status (learner, trainee, apprentice, or provisional) of 50 percent or greater. Civil Service retirees, including those who return to full-time or part-time employment, are also eligible.</p> <p><b>Tuition and Service Fee Waivers for child of employee attending Univ. of Illinois:</b> This benefit includes a 50 percent tuition waiver, excluding fees, for up to four years, each year consisting of two semesters and one summer term. The benefit can be applied only towards undergraduate education. Eligible employees must be actively employed at 50 percent time or more as of the first day of the academic term; eligible to participate in the State Universities Retirement System (SURS); employed for a minimum of seven academic years at any one or more of the Illinois senior public universities (not necessarily consecutive).</p> <p><b>Tuition and Service Fee Waivers for child of employee attending other Illinois Universities:</b> Same requirements as above.</p>						
<b>Univ. Iowa</b>	<p>The <b>Tuition Assistance Program</b> allows eligible staff to apply for financial assistance to help defray the cost of tuition only fees for one college credit course (up to four semester hours). Eligible employees include faculty and staff (not eligible for tuition assistance through the Hospital Human Resources Tuition Program) who are appointed in a "regular appointment" for 50 percent or more, and have one continuous year of service by the application deadline. Employees with satisfactory performance may receive University support for course work (work-related or for professional development), either at The University of Iowa or at other accredited universities or colleges. Support is based on budgetary capacity of the departmental or University funding source and usually is limited to tuition for one credit course (up to four hours) awarded at The University of Iowa's liberal arts undergraduate or graduate rate amounts as outlined in each year's tuition rate schedule. Faculty and staff must remain available for regularly scheduled work hours. Any accommodations or modifications related to work hours for class require approval of the employing unit.</p>	X	X 50% FTE	X			
<b>Univ. Maryland</b>	<p><b>Tuition Remission</b> benefits at UMCP are available to University faculty, staff and retirees, both on the College Park campus and within the University System of Maryland (USM), and to the spouse and dependents of regular status and retired faculty and staff members.</p> <p>Eligible employees (regular-status faculty and staff) are appointed for a duration of at least six months:</p>	X	X 50% FTE	X	X		X Full-time E only

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	AAU		Benefit applies to:			
	Employee Eligibility		E	SP	DP	C
	FT	PT				
<p><b>Full-Time Regular Faculty and Staff</b> (100% FTE) are eligible for tuition remission, not to exceed 8 credits for the Spring and Fall semesters, not to exceed 4 credits for Winter Term, and not to exceed 8 credits hours total for the Summer Sessions for undergraduate and graduate level courses. Full-time regular faculty and staff are also eligible for tuition remission benefits at any USM institution, as well as Baltimore City Community College, St. Mary's College of Maryland, and Morgan State University, consistent with the tuition remission policy of that campus.</p> <p><b>Part-time regular-status faculty and staff</b> are eligible for tuition remission benefits equivalent to those of a full-time regular faculty and staff member, but prorated to the employee's percent of employment, not to be less than 50% for undergraduate and graduate level courses. Part-time regular faculty and staff are also eligible for tuition remission benefits at any USM institution, as well as BCCC, St. Mary's College of Maryland, and Morgan State University, consistent with the tuition remission policy of that campus.</p> <p>Benefits for contingent employees vary from not eligible to eligible within the confines of that negotiated in the employment contract. Full-time graduate assistants (20 hrs) are eligible for 10 credits of tuition remission for the Fall and Spring semesters, 4 credits for Winter Term, and 8 credits for the summer sessions combined. Part-time graduate assistants (10 hrs) are eligible for 5 credits of tuition remission for the Fall and Spring semesters, 2 credits for Winter Term, and 4 credits of remission for the summer sessions combined. Fellows are eligible for up to 12 credits of tuition remission. Retirees of the University of Maryland are also eligible for tuition remission.</p> <p><b>Spouse and dependents of regular-status faculty and staff</b> are eligible for tuition remission for full tuition (first undergraduate degree only), prorated to the percentage of employment (FTE) of the employee for the Fall and Spring semesters, 4 credits for Winter Term, and not to exceed 8 credits for the whole summer sessions. Tuition remission policy provisions and restrictions are based on the employee's date of hire; for employees hired after July 1, 1992, tuition remission benefits for their spouse and or dependent children become available after they have worked for the University for two years. Course work must be done at the employee's home institution unless the program is not offered at the home campus. Spouse and dependents of retirees and deceased employees are eligible in accordance with specific guidelines.</p> <p>Employees eligible for a personal benefit in the <b>Tuition Remission Program</b> include regular full-time employees, regular part-time employees (working at least half-time), and University retirees. The University will pay tuition for one (1) or more courses, not to exceed the equivalent of resident tuition for eight (8) credit hours each academic semester,</p>	X	X	X	X	X	X
<p><b>Univ. New Mexico</b></p>						Not for PT

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	AAU	Employee Eligibility		Benefit applies to:			
		FT	PT	E	SP	DP	C
	<p>and not to exceed the equivalent of resident tuition for four (4) credit hours each summer session. An employee who does not use his or her full tuition remission may apply any remaining benefit toward tuition for one (1) course not to exceed four (4) credit hours per semester or summer session for his or her spouse or domestic partner, provided the course is taken for academic credit.</p> <p>The tuition remission benefit may be applied for UNM courses in any subject taken for undergraduate, graduate, or professional academic credit, or for official audit status, or courses taken for professional development offered by the UNM Division of Continuing Education and other University departments.</p> <p>The <b>Dependent Education Program</b> provides educational assistance to the spouse, domestic partner, and/or dependent children of full-time permanent faculty and full-time regular staff. Undergraduate tuition for up to eight (8) consecutive semesters, not including the summer session, may be granted to eligible students, admitted to UNM as undergraduates, under this employee benefit program. No more than 2 dependents may participate in this program at any given time. To be eligible, employees must be continually employed for a minimum of 1 year.</p> <p><b>Non-resident Tuition Remission for Spouses, Domestic Partners, and Their Dependents:</b> An individual who moves to Wisconsin as a result of his/her domestic partner's full-time employment at the UW-Madison, or an individual who is a dependent of someone who moved to Wisconsin as a result of his/her domestic partner's full-time employment at the UW-Madison, may be eligible for up to a one-year remission of non-resident tuition. After one year of residence within the state of Wisconsin and after it is determined that the individual did not move here for educational purposes, the individual would be eligible to apply for in-state tuition.</p>						
<b>Univ. Wisconsin</b>					X very limited	X very limited	X very limited

Relevant Links:

<b>CalTech</b>	Tuition reimbursement program (personal education): benefits-based employees who work >20 hours per week <a href="http://hr.caltech.edu/policies/PM/PM15-15.htm">http://hr.caltech.edu/policies/PM/PM15-15.htm</a>
<b>Columbia</b>	Tuition exemption (full-time employees only) <a href="http://hr.caltech.edu/StaffBook/Section8.pdf">http://hr.caltech.edu/StaffBook/Section8.pdf</a>
<b>Cornell</b>	Benefits page: <a href="http://www.hr.columbia.edu/hr/benefits/page-section.html">http://www.hr.columbia.edu/hr/benefits/page-section.html</a>
<b>Duke</b>	Full-time only <a href="http://www.hr.duke.edu/benefits/education/">http://www.hr.duke.edu/benefits/education/</a>

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<b>Indiana University</b>	Full-time only; same-sex domestic partners ok <a href="http://www.indiana.edu/~uhrs/benefits/fee_courtesy.html">http://www.indiana.edu/~uhrs/benefits/fee_courtesy.html</a>
<b>Iowa State</b>	Full-time staff, partial reimbursement <a href="http://www.hrs.iastate.edu/main/TuitionDevGrants.shtml">http://www.hrs.iastate.edu/main/TuitionDevGrants.shtml</a> <a href="http://www.hrs.iastate.edu/main/TuitionAssistance.shtml">http://www.hrs.iastate.edu/main/TuitionAssistance.shtml</a>
<b>MIT</b>	Appears to be pro-rated for part-time (>50%) employees (includes children) <a href="http://hrweb.mit.edu/benefits/education/">http://hrweb.mit.edu/benefits/education/</a>
<b>MSU</b>	Personal educational benefit pro-rated for part-time employees (>50%) <a href="http://www.hr.msu.edu/HRsite/Documents/StaffPolicies/EdAssist.htm">http://www.hr.msu.edu/HRsite/Documents/StaffPolicies/EdAssist.htm</a>
<b>NYU</b>	Tuition assistance program is for children of full-time <a href="http://www.hr.msu.edu/HRsite/ProDev/Staff/TuitionAssst/TuitionAssst.htm">http://www.hr.msu.edu/HRsite/ProDev/Staff/TuitionAssst/TuitionAssst.htm</a> <a href="http://www.nyu.edu/hr/benefits/">http://www.nyu.edu/hr/benefits/</a>
<b>Ohio State</b>	<a href="http://hr.osu.edu/benefits/educationtuition.htm">http://hr.osu.edu/benefits/educationtuition.htm</a>
<b>Penn State</b>	Full-time, regular faculty, spouses, dependent children up to 75% tuition remission <a href="http://www.ohr.psu.edu/benefits/EducationBenefits/EducationBenefits.htm">http://www.ohr.psu.edu/benefits/EducationBenefits/EducationBenefits.htm</a>
<b>Syracuse</b>	Overview: <a href="http://humanresources.syr.edu/benefits/DepTuitionBenefit.html">http://humanresources.syr.edu/benefits/DepTuitionBenefit.html</a> <a href="http://www.hr.arizona.edu/04_cb/qtr/qtr.php">http://www.hr.arizona.edu/04_cb/qtr/qtr.php</a>
<b>Univ. Arizona</b>	<a href="http://www.hr.arizona.edu/04_cb/qtr/qtr.php">http://www.hr.arizona.edu/04_cb/qtr/qtr.php</a>
<b>Univ. Illinois</b>	<a href="https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1121&amp;rlink=1116">https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1121&amp;rlink=1116</a> Personal benefit academic employees <a href="https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1160">https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1160</a> Personal benefit civil service employees <a href="https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1154">https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1154</a>
<b>Univ. Iowa</b>	Children of employees attending U of I: <a href="https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1144">https://nessie.uhr.uillinois.edu/cf/events/index.cfm?Item_id=1144</a> <a href="http://www.uiowa.edu/~our/opmanual/iii/27.htm">http://www.uiowa.edu/~our/opmanual/iii/27.htm</a>
	Tuition assistance program: for one course only, full or part-time staff eligible <a href="http://www.uiowa.edu/learn/awards/tuitionassist.htm">http://www.uiowa.edu/learn/awards/tuitionassist.htm</a>
<b>Univ. Florida</b>	Overview: <a href="http://www.hr.ufl.edu/education/default.asp">http://www.hr.ufl.edu/education/default.asp</a>
<b>Univ. Maryland</b>	<a href="http://www.uhr.umd.edu/benefits/tuition.cfm">http://www.uhr.umd.edu/benefits/tuition.cfm</a>
<b>Univ. New Mexico</b>	Personal educational benefit <a href="http://www.unm.edu/~ubppm/ubppmanual/3700.htm">http://www.unm.edu/~ubppm/ubppmanual/3700.htm</a>
	Dependent Education Program

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<p><b>Univ.of Wisconsin</b></p>	<p><a href="http://www.unm.edu/~ubppm/ubppmanual/3785.htm">http://www.unm.edu/~ubppm/ubppmanual/3785.htm</a>                      Out-of-state tuition remission for spouses/dependents  <a href="http://www.provost.wisc.edu/nrtrdpp.html">http://www.provost.wisc.edu/nrtrdpp.html</a>                      Tuition remission for graduate students:  <a href="http://www.bussvc.wisc.edu/bursar/remis2.html">http://www.bussvc.wisc.edu/bursar/remis2.html</a>                      Senate resolution on tuition remission benefits (2000)  <a href="http://www1.unm.edu/usenate/resolutions/tuitionbenefit.html">http://www1.unm.edu/usenate/resolutions/tuitionbenefit.html</a></p>
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