



Valparaiso
University

MEMORANDUM

Office of the Provost

Date: October 22, 2014
To: Academic Deans
From: Mark Biermann – approved by Council of Deans
Re: Policy on supporting faculty educational expenses

1. If the administration requests that a faculty member complete an advanced degree program in support of a University strategic initiative, it will make every effort to fully fund that study. The faculty member is expected to use due diligence to identify and use external sources of funding.
2. If a faculty member completes an advanced degree program on their own initiative, either before or after employment at the University, he or she is eligible to request financial support to pay expenses associated with this academic work under the following conditions.
 - The faculty member's position/work supports a program of strategic significance.
 - The position/work requires unique credentialing requirements (e.g. dual degrees).
 - The faculty member will incur, or has incurred, a significant educational debt to income ratio which imperils his/her ability to stay at the university.
 - The faculty member demonstrates that they have done due diligence at finding external funding sources for reducing this debt.

In the second case, faculty can request support by submitting a proposal to the provost which addresses each of the four criteria. A viable proposal will make a strong argument in response to each of the criteria. This proposal must be accompanied by supporting letters from the faculty member's chair and dean.

Both the department and college of the faculty member are expected to contribute to any approved support in partnership with the provost's office.

Available funding is constrained by the limits of the budget and the timing of the request and is awarded solely at the discretion of the Provost.