



GRANT-IN-AID (GIA) EDUCATIONAL LEAVE AWARD PROGRAM
GENERAL INFORMATION AND ELIGIBILITY GUIDELINES

Objective

In support of the University's strategic initiative on diversity, the GIA provides paid educational leave to eligible faculty and staff pursuing programs of study that assist them toward enhancement and growth in their current and prospective university roles.

Responsibilities of the University President (or Designee)

Charges a selection committee with the responsibility for recommending candidates for the GIA Program. In consultation with the University's Director of Institutional Equity and Compliance (OIEC), the President (or designee) approves or disapproves the award recommendations submitted by the university's selection committee.

The committee consists of at least nine members who are appointed by the President. Representatives from all employee classifications are included. Some serve two-year staggered terms and others serve perpetually based upon their university function.

Responsibilities of the University's Director of Institutional Equity and Compliance

Administers the implementation and coordination of the program in accordance with the guidelines • Ensures appropriate record keeping of all GIA documents including, but not limited to, application materials, selection committee deliberations, award notification letters, promissory notes, and replacement personnel memoranda • Ensures that employees are notified of their selection or non-selection for GIA awards in support of educational leave. • Ascertain satisfactory academic progress and maintains an academic progress report on each recipient • Provides notification to appropriate university departments in situations where the recipient has not fulfilled all obligations of the program • Produces an annual report that monitors the effectiveness of the program as it related to faculty and staff retention initiative and as an internal promotional tool.

Responsibilities of the FGCU Selection Committee

Provides guidance for the administration of the FGCU GIA Program • Reviews applications and recommends candidates for the GIA award to the President or the President's designee, in accordance with the following guidelines • Recommends changes for improvement.

Eligibility Guidelines

- Satisfactory performance in permanent or continuing full-time positions at FGCU for at least two years prior to August 7th of the academic year in which the grant will be awarded; and
- U.S. citizen or permanent resident pursuing a credit earning program of study offered through a regionally accredited institution or a program for professional development or completion of specialized training or certification that requires time-off from work; and
- Employment anticipated to continue beyond the term of service requirement;
- Program of study assists toward enhancement and growth in their current/future roles.

Grant-in-Aid Awards

Contingent upon funding, a total of four grants may be awarded annually. The recipients may choose to use the grant to attend classes as a full-time student in one semester or as a part-time student in two semesters. These grants will be allocated between the following employee groups: a) two Support Personnel and b) two Faculty/A&P. The Committee reserves the right to make recommendations based upon the GIA applicant pool that differs from the preferred allocation.

Recipients assume a service obligation as a condition of accepting the award. Should the service obligation not be met, there is a repayment obligation per the terms of the GIA Promissory Note. The service obligation must be fulfilled prior to receiving a second award.

Paid Educational Leave and Stipends

Each GIA award recipient receives a \$700 stipend, salaries and benefits, including annual and sick leave while engaged in their respective course of study. No work obligations are required for full-time leave granted. Employees granted half-time educational leave have a required half-time work obligation.

Undergraduate and graduate level students are expected to carry a full-time load. At the doctorates level, satisfactory progress toward the degree is considered the standard.

Departmental Replacement Funding

The maximum replacement funding to be appropriated to a recipient's department for each full-time award is \$5,000 for the Faculty or A&P award and \$3,000 for the USPS award. ■