

**POLICY TITLE: FACULTY WORK LOAN COMMITMENT**

It is the policy of the College to employ the highest caliber of teaching faculty available. Teaching faculty should hold the minimum Masters degree in their respective discipline. The College offers a faculty development program to assure this goal. When it is practical and convenient the College will assist individuals in the pursuit of their graduate education through this Faculty Loan Work Commitment Program. Further, the College will establish partnerships with appropriate local colleges and universities as a recruitment methodology to fulfill this goal.

**Eligibility:**

Current Employees.

Currently employed teaching faculty who are full-time and part-time faculty regularly scheduled at least 32 hours per pay are eligible beginning with the college term that begins immediately after hire date.

Recruited Employees.

Individuals recruited through a partnership arrangement or other means who commit to employment with the College at full-time and part-time status regularly scheduled at least 32 hours per pay are eligible to apply. Eligibility would begin with the college term that commences immediately after hire date.

**Maximum Amount of Reimbursement:**

Faculty have a maximum reimbursement of \$3,000.00 per contract year as defined.

The maximum total amount of loan not to exceed \$10,000.

The date the course ends determines the year to which the reimbursement will be credited.

**Requirements:**

Faculty member must remain in their instructor position for the full contract year. Faculty member is expected to complete a minimum of 6 semester or 9 quarter hours per year.

Maintenance of a 3.0 GPA

Submit a copy of each course grade to their Department Chair after completion of the course.

Emergency situations will be handled on an individual basis.

**Application Process:**

Applicants must submit the following:

1. Completed application form
2. Personal reference (a non-family member who has known you a minimum of 6 months)
3. Academic reference (an educational reference who has known you a minimum of 6 months)
4. Letter of acceptance or matriculation from college or university.
5. An official transcript from all colleges attended.
6. Personal Educational statement
7. Educational Program Plan.

Submit all materials to:

Chair Faculty Development Committee  
 Good Samaritan College of Nursing and Health Science

**Selection Criteria:**

1. Meets eligibility criteria
2. Reference scores
3. Employee application
4. Organizational need

**Selection Committee:**

Chair of Faculty Development Committee  
 Two Teaching Faculty members serving on the Faculty Development Committee

**Selection and Applicant notification:**

Spring semester      December 15<sup>th</sup>

Fall semester         June 15<sup>th</sup>

Approved By: \_\_\_\_\_ Date: 6/29/05

Effective Date: 12/20/04

Review/Revision Dates: 11/01; 12/04

Responsible Committee: Faculty Development