

William Paterson University Career Development/Tuition Reimbursement Program

Career Development Procedures

For FY 24, Career Development applications will be submitted via Qualtrics Survey

Link:

https://wpunj.qualtrics.com/jfe/form/SV_9MH7Pfw6pdYQRfw

All application must include the components below arranged in the order indicated:

For each activity:

- (1) **Narrative:** A detailed description of each proposed activity that will allow a reviewer to have a full understanding of the activity. The narrative for each project should describe how the activity has promoted or will promote your professional growth and development in the areas of teaching, research, creative/scholarly activity, and/or service. If professional development is recommended by your manager/supervisor, include documentation of this requirement.
- (2) **Conference / Research:**
 - a. **Conference:** If you are presenting a paper, chairing a committee, or engaging in a similar activity, please provide documentation of the event along with your application.
 - b. **Research:** If applying for research travel, an approved Research Agenda must be attached, including daily itinerary of research work distinct from personal time, along with evidentiary documentation and support of the outcome of the research.
- (3) **Budget:** a separate budget page should be completed for each activity below. You may apply for funds for more than one activity. A Workday Spend Authorization must be submitted for all overnight travel requests prior to travel. Please do not submit original receipts or copies of receipts at this time. All travel must adhere to WPU travel policies and guidelines and is reimbursed per guidelines in the policy: https://www.wpunj.edu/policies/docs/travel_policy.pdf
 - Conference Travel
 - Research Travel
 - Combination Conference and Research Travel (traveling early or staying after a conference to conduct research.) Combined travel requires a separate Budget Page indicating the exact dates for each activity during that travel period. A Budget Page for the conference period, and a Budget Page for the research period.

Submitting Application via Qualtrics Link:

Deadline date: March 1st.

Questions – Please reach out to Rhonda Gordon at email: gordonr17@wpunj.edu

Dr. Sandra Hill
Associate Provost for Academic Affairs

William Paterson University

Tuition Reimbursement Guidelines and Application for Academic Year 2023 - 2024

Guidelines for completing application for Tuition Reimbursement

Applications may be submitted for up to 12 credits taken and completed between **July 1, 2023 and June 30, 2024**. An applicant may be reimbursed for up to 12 credits per year, and up to 45 credits total in a career. Credits are reimbursed at the cost of \$175.00 per credit. Please refer to negotiated contract for details.

Submitting Application(s):

Deadline date: Wednesday, March 1, 2024. Please submit one (1) original application to:

Office of the Provost
Raubinger Hall, Room 100
Attn: Sandy Hill
Email: gordonr17@wpunj.edu

William Paterson University
Tuition Reimbursement Application
2023-2024

Courses taken between July 1, 2023 and June 30, 2024

Application Deadline Date: March 1, 2024

1. NAME: _____ DEPT: Tenured (Y/N): _____

A. Are you presently enrolled in a degree program? (Y/N): _____

B. If so, date/year degree expected: _____ Degree Program/ University: _____

C. Have you previously received tuition reimbursement through this program? (Y / N) _____

D. If so, total # credits reimbursed to date (do not include this request): _____

2. Reimbursement is requested for the following courses, by semester and year, which are related to area of teaching/work responsibility: A. Title of Course:

College or Institute: _____

Number of Credits: _____

Semester (Fill in year): Summer ____ Yr ____ Fall ____ Yr ____ Spring ____ Yr ____

B. Title of Course: _____

College or Institute: _____

Number of Credits: _____

Semester (Fill in year): Summer ____ Yr ____ Fall ____ Yr ____ Spring ____ Yr ____

C. Title of Course: _____

College or Institute: _____

Number of Credits: _____

Semester (Fill in year): Summer ____ Yr ____ Fall ____ Yr ____ Spring ____ Yr ____

3. Total number of credits requested at this time: Total Cost: \$ _____

4. _____
(Applicant Signature) (Date)

5. _____
(Department Chairperson, Supervisor or Director Signature) (Date)

- 1. Continuing education units, seminars or audited courses are not eligible for reimbursement.**
- 2. Credits reimbursed may not exceed 12 per year or 45 total career.**
- 3. Credits are reimbursed at the cost of \$175.00 per credit.**
- 4. Please submit receipts and transcripts after awards have been announced with an ACM.**