I. Purpose

The Educational Assistance Policy is created to define authorized career-related training or courses and employer-directed training or courses for SMPH Faculty and staff and the allowability and acceptable channels for payments made through the University.

II. Definitions for the Purpose of the Policy

**Job Related:** Credit and noncredit, undergraduate or graduate level noncredit or training that is required by the University, or by law or regulations, to maintain salary, status, or current position (if the requirements serve a business purpose of the University), or taken to maintain or improve skills required in the employee’s present work.

**Career Related:** Undergraduate and graduate level courses and professional development courses which will qualify an employee for advancement. Courses for personal enrichment do not qualify.

**Allowable Expenses:** See Section E of the UW System Educational Assistance for Faculty & Staff policy.

**Faculty Member:** Professors, Associate Professors and Assistant Professors on the Tenure, Clinical Health Sciences (CHS) and Clinician-Teacher (CT) tracks. This definition also includes Instructors (CHS) and Clinical Instructors in permanent, temporary (non-training), or fellowship positions.
III. Policy

- Units/departments may reimburse up to 100% of allowable expenses as long as the policy is equitably applied across their unit/department.
- If requesting reimbursement, employees must obtain pre-approval on the authorized form from their supervisor and the Dean’s Office prior to engaging in (registering, attending, etc.) any professional development activities.
- SMPH follows the eligibility policies and authorization processes outlined by UW Madison and UW System which can be found at
  - UW Madison HR Support for Employee Learning and Development Policy
  - UW System Administrative Policy 156 (formerly ACPS 3.1) Guidelines for Faculty Retraining, Renewal, and Development
  - UW Health/SMPH dual-employed faculty should work with their department administrator or designee if they intend to seek reimbursement. The administrator or designee can assist them on whether to pay for the educational activity through UW Health or UW Madison. If they are paying for the activity through UW Health they must follow the UW Health Tuition Reimbursement policy 9.39.

Links to Related Procedures

- Your expense report must be submitted within 90 days of completion of your training. You must attach the pre-approval form, proof of payment, grade report (if applicable) to the expense report via the UW Madison reimbursement tool.

Links to Related Guidelines

References

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<th>Responsible Unit and Contact title</th>
<th>SMPH Human Resources, Associate Dean for HR, Equity &amp; Inclusion</th>
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