

A summary of information for employees enrolling for courses that can be located in OP 70.41 section 5 is as follows:

5. Employees Enrolling for Courses

Employees may be permitted to enroll in courses and special training programs in order to promote self-development. The following rules will govern employee participation in such programs:

- a. A regular full-time faculty or staff member may enroll in courses subject to the following restrictions:
 - (1) During normal duty hours, a maximum of three hours of work per week may be taken off for class attendance or course related activities. The time taken off during normal duty hours is subject to approval by the employee's administrator, and any work time missed must be made up or charged to vacation accruals.
 - (2) Enrollment in any class that requires more than three hours per week of lost work time must be approved by the appropriate vice president.
 - (3) There is no limit on the number of class hours that may be taken during off-duty time, providing the employee's job performance is not affected.
 - (4) Members of the faculty who hold a rank higher than instructor or equivalent are not normally eligible to pursue a graduate degree. Deans of the appropriate colleges and schools should be consulted regarding specific rules and requirements.
- b. A part-time employee may not take time off during scheduled work hours to attend class, but there is no limit on the number of class hours that may be taken during off-duty time. Depending on the business needs of the department, the supervisor may rearrange the work schedule to facilitate the class schedule. If work time plus leave time routinely fall below the appointed full time equivalent (FTE), the employee will be reduced to an appointment (FTE) equal to the revised schedule
- c. An employee may audit courses subject to the same rules as above.
- d. Eligible employees may receive financial assistance through the Employee Tuition Assistance Waiver Program when enrolling in regular classes at Texas Tech University. More information about this program can be found on the Texas Tech Graduate School website under Faculty and Staff information, or at the following link, <http://www.depts.ttu.edu/gradschool/funding/index.php>, as well as the Texas Tech Student Business Services website. A regular full-time faculty or staff member may enroll for a maximum of three (3) hours per week for class attendance or course related activities. The time taken off during normal duty hours is subject to approval by the administrator concerned and any work time missed must be made up, charged to vacation accruals, or taken as leave without pay.

For the College of Human Sciences the process is to request permission from your direct supervisor who will need to forward his/her approval to the Dean's Office where we will facilitate College approval to then forward to the Provost Office for final approval.

I have attached OP 70.41 for your review and record.

Associate Dean Dodd is available for any questions you may have on the subject.