



1.6.17 Education Assistance Committee

Chapter 1 - Administration and Organization	Original Effective Date: March 2016
Section: 1.6 Administrative Committees	Date Last Reviewed:
Responsible Entity: President	Date Last Revised:

I. Purpose

To establish the responsibilities and structure of the UT Health San Antonio Education Assistance Committee.

II. Scope

This Policy applies institution-wide to all current and prospective members of the UT Health San Antonio Education Assistance Committee.

III. Policy

A. Members

1. Staff Advisory Council Representative
2. School of Dentistry Representative
3. School of Health Professions Representative
4. School of Medicine Representative
5. School of Nursing Representative
6. Graduate School Representative
7. Office of the Chief Financial Officer Representative
8. Office of the Vice President for Research Representative

B. Chair

Office of Human Resources Representative

1.6.17 Education Assistance Committee

C. Charge

The Education Assistance Committee will provide oversight and direction for the Institutional Education Assistance Program. The Committee is responsible for the following:

1. Accepting, reviewing and approving/denying applications for tuition reimbursement for staff employees on a quarterly basis.
2. Accepting job descriptions for staff or faculty who are receiving tuition reimbursement through their specific departments.
3. Determining quarterly deadlines for submitting applications and job descriptions.
4. Communicating deadlines for applications and job descriptions to all employees of The University of Texas Health San Antonio

D. Term of Membership

Two Years

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
03/2016	Policy Origination		