

Subject: **University Sponsorship of Employees for the Simon School Executive MBA Program**

Applies to: Regular Full-Time Faculty and Staff

Individuals represented by collective bargaining agreements receive benefits in accordance with those agreements.

I. Policy: Those selected for University sponsorship of the Simon School Executive MBA Program are individuals with a demonstrated potential for senior management positions in the University.

II. Guidelines:

A. In addition to Simon School requirements, the following requirements must be met in order to be selected for University sponsorship of the tuition portion of the **Simon School Executive MBA Program**:

- Bachelor's Degree
- Two years of full-time University of Rochester service or an equivalent combination of University of Rochester service and a demonstrated record of high performance at the University of Rochester (a minimum of one year of University of Rochester service is required).
- Three years of managerial/supervisory experience at the University of Rochester and/or another employer
- Letter of self-nomination from employee, including a statement about the employee's future contributions to the University of Rochester
- Letter of nomination from appropriate Dean or Vice-President
- Letter(s) of recommendation from current and/or former University of Rochester supervisor(s)
- Review by either the Senior Vice President Administration/Finance & CFO, the Medical Center Vice President & COO or the Associate Vice President of Human Resources of the candidate requesting University sponsorship for the Simon School Executive MBA Program and approval of up to seven candidates annually.

Approval for University sponsorship for the Simon School Executive MBA Program does not guarantee admission into the Simon School.

Active full-time employment in an eligible status must be maintained through the completion of the Executive MBA Program and the faculty or staff member must

successfully complete the Program. If these criteria are not met, the individual will be responsible for the payment of the Program and any related fees.

- B. Courses During Working Hours: Individuals released for the Program during their normal work day will be expected to maintain their regular responsibilities/duties and continue a high level of performance.
- C. Schedule of Tuition Payments: Courses in the Executive MBA Program are taught on an accelerated schedule which exceeds the University's standard of two courses per marking period. A student taking two courses per quarter will need at least two and one-half years to complete the 20 courses required for the MBA degree through the Simon School part-time program. Most students require more than three years to complete, during which time they must remain University employees to be eligible for tuition benefits.

Employees sponsored for the Executive MBA Program will be eligible for benefits equal to two-thirds of the tuition (excluding fees) during the time that they are enrolled in the Executive MBA Program.

The remaining one-third is the obligation of the student for which they will sign a promissory note payable to the Simon School. Starting on June 15 of the year they graduate, for every twelve months of continuous employment in an eligible status at the University of Rochester, one-third of the amount of the promissory note will be forgiven. After three years of continuous employment in an eligible status following the initial June 15 date, the employee will have fully satisfied the terms of the promissory note. During this three-year period, the promissory note will be interest free unless, and until, the employee leave the University employment.

Also during this three-year period, the employee will not be eligible for any additional tuition benefits for courses he/she may take, either at the University of Rochester or other schools. Tuition benefits for dependents (either spouse or children) that the employee may be eligible for during this period will not be affected.

- D. Tuition Benefits on Termination or on Change to Ineligible Status: If a faculty or staff member terminates employment or changes to an ineligible status, eligibility for University sponsorship for the Simon School Executive MBA Program ends on the date of termination or change. (Active employment in an eligible status must be maintained through completion of the Program. If this criteria is not met, the employee will be responsible for payment of the Program and any related fees.)

III. Procedures:

- A. Candidates for University sponsorship for the Simon School Executive MBA Program should be nominated by the appropriate Dean or Vice President.
- B. Employee tuition waiver applications are available from the Benefits Office or online at www.rochester.edu/benefits/tuition.

- C. For timely processing, the employee tuition waiver application, together with the self-nomination letter, the Dean's or Vice-President's letter nominating the candidate and letter(s) of recommendation from current and/or former supervisor(s), should be submitted to the Benefits Office no later than July 15th for employees beginning the program in the fall quarter.

Once the application has been reviewed, notification of approval or denial will be sent to the employee. Upon notification of approval, it is the responsibility of the employee to register with the Simon School for the Executive MBA Program.

Benefits as described above are for the Simon School Executive MBA Program only. Denial of such benefits does not preclude eligible employees from utilizing tuition benefits as described in the Tuition Benefits Plan Summary.

- D. The University reserves the right to modify, amend, revoke or terminate the Plans, in whole or in part, at any time, including actions that may affect coverage, cost-sharing, or covered benefits, as well as benefits that are provided to current and future retirees.

See also: Tuition Benefits Plan Summary