

## **06:09:02:00 DSCC Policy for the Awarding of Financial Assistance Through the Use of Access and Diversity Funds**

### **Purpose:**

It is the policy of Dyersburg State Community College (DSCC) to encourage the promotion of diversity at the college through projects, training and educational opportunities for its employees by awarding financial assistance through the available access and diversity funding. This funding is awarded for the purpose of achieving a diversified workforce through faculty and staff recruitment and retention efforts.

### **Scope:**

The following policy shall be applicable to all full and part-time regular employees.

### **Policy:**

Any employee who applies for access and diversity funding must make a written request to the President and the Director of Human Resources who also serves as the DSCC Equity Officer. The request must include a detailed outline for the utilization of the funding. This outline should include the cost involved and the timeframe anticipated to complete the project, training, or educational degree.

Use of the fee waiver and the reimbursement program outlined under TBR Guideline P-130 and DSCC Policy 06:05:01:00 must be used before additional funding is requested through the access and diversity program. Only one (1) course per semester will be considered for reimbursement unless there are extenuating circumstances, as determined by the President, which reflect the need for additional funding support. For individuals who wish to attend schools other than a Tennessee public institution, reimbursement will not exceed the highest current semester hour rate for a comparable program offered by a Tennessee public institution. The degree should be from an institution accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) or a comparable agency.

Funding will be awarded based on the time the request is received and the reason for the request. Funds that are awarded must be shown to aid in the retention and recruitment of employees to aid in the diversification efforts of the institution. Final approval for the use of the funds will be made by the President.

## **Compliance:**

All Dyersburg State Community College employees are expected to adhere to this policy.

## **Definitions:**

**Access and Diversity Funding for the Retention and Recruitment of Faculty/Staff:** Annual appropriations are awarded each year from the state of Tennessee through the Tennessee Board of Regents Office of Effectiveness and Strategic Initiatives. The institution is required to provide funding to match the appropriation.

## **Revision History:**

Approved by Administrative Council, February 27, 2015.