What is the manager's role and responsibilities in the tuition waiver process?

Managers bear responsibility for encouraging and supporting professional development of their direct-reports. In doing so, they are responsible for following University Policy 101.1 (tuition privileges for certain faculty and staff) and University Policy 501 (non-discrimination). The annual performance appraisal goal setting process is an ideal time to discuss professional development such as tuition waiver with employees.

Employees are encouraged to talk to their manager before enrolling in classes to discuss the specific course(s) they plan to take, and, if the class meeting schedule conflicts with their regular work schedule, to work with their manager to create an alternate work schedule, if possible.

If the manager is on extended leave, tuition waiver requests from direct-reports will automatically be sent to the manager's manager. Please prepare your manager or interim delegate for this responsibility by sharing the online tuition waiver FAQ with them.