

## *School of Medicine Guidance*

### *Article 16.1: Professional Development Funds*

#### **What it is:**

- **Entitlement funding of \$500 per fiscal year for junior rank faculty members** to fund professional development for academic or professional purposes

#### **Who is eligible:**

- Junior Rank Faculty members (Instructors/Assistant Professors who have earned their terminal degrees within the past eight years) in each of their first five years of appointment, or until promoted to senior rank

#### **How funded:**

- If available: by Department/Center non-operating funding
- If Department/Center funding not available: Dean determines funding source

#### **How to request it:**

- Access online form “Article 16 Professional Development /CDME Funds” available on [Faculty Affairs](#) website

#### **Department Chair/Center Director Responsibilities:**

- Review/Approve the activity for which the professional development funding is requested is consistent with guidelines associated with the funding source
- If approve:
  - Determine which Department/Center funding sources shown in the system will fund the \$500.
  - If after application of Department/Center funding sources, additional funding is still needed to cover the balance (up to the \$500 allotment), the Dean’s Office will determine how deficiency will be funded

## *Article 16.3: Continuing Dental and Medical Education (CDME) Professional Development Fund*

### **What it is:**

- **Eligibility-based funding of \$1,000 per fiscal year for all faculty members** available on first come, first served basis from a capped fund for approved academic related travel expenses

### **Who is eligible:**

- Any faculty member who does not otherwise have individual faculty member or Department/Center funding sources for academic related travel expenses available to them for an approved academic activity

### **How funded:**

- \$125,000 CDME SOM/SODM Professional Development Fund (funded each year fiscal year at this cap), with reservation of 25% of this fund for junior rank faculty through February each year

### **How faculty requests CDME:**

- Access online form “Article 16 Professional Development /CDME Funds” available on [Faculty Affairs](#) website

### **Department Chair/Center Director Responsibilities:**

- Approve or deny activity for which the CDME academic travel related funding request is received
- If activity is approved:
  - Determine which individual faculty member accounts shown in the system – such as academic enhancement, grants, residuals, DCAA, and CME to which the faculty member has access – will fund the activity
  - Determine which non-operational Department/Center funds available for professional development will fund the activity
  - If after application of all available individual faculty and Department/Center funding sources for this activity, a balance remains for academic related travel costs (not to exceed \$1,000), the balance will be funded by the CDME Professional Development Fund, providing funds are available from this fund

Note: Junior rank faculty may access both the \$500 per year available under Article 16.1 (must use first), and the \$1,000 per year of CDME funding under Article 16.3 (if available from fund and academic related travel expense is approved).