BIOLOGICAL SCIENCES DIVISION

PROFESSIONAL DEVELOPMENT AND CME REIMBURSEMENT POLICY

Effective July 1, 2017

We value the ongoing development of our faculty and staff. In order to ensure the fair and appropriate allocation of resources for these activities, the Biological Sciences Division (BSD) has established these policies for Professional Development and Continuing Medical Education (CME) expenditures:

- Faculty professional development and CME funds: Faculty spending for individual professional development and CME is limited to the following limits per person, inclusive of all types of expenses (travel, meal, attendance fees, etc.). Individual departments may elect to set lower limits, but it is recommended that if departmental guidelines differ from this policy, you submit these to the Dean or the Dean’s delegate for compliance review.

  A. UNRESTRICTED FUNDS | TOTAL INCLUDING UNRESTRICTED, START–UP, GIFT AND ENDOWMENT FUNDS
  Faculty | $3,000 | $5,000
  Section Chiefs, Faculty Deans, Center/ Institute Directors, Fellowship, Residency and Graduate Program Directors | $5,000 | $7,000
  Department Chairs | $7,000 | $12,000

- Extramural or grant funded expenditures are exempt from these annual limits which also exclude the costs of Medical Licensure, DEA and Maintenance of Certification (MOC) which may be funded centrally.

- Departments have the authority to reallocate these funds in a different manner amongst faculty as long as the total pool of funds is not exceeded. Thus, a Department may choose to establish lower per person guidelines with intent of reallocating the excess. In addition, the Office of the Dean will allow a further 5% above this total annual allocation as a pool to redistribute across faculty provided the Department is poised to meet their annual budget.
B. **Advanced degrees and professional development courses** - Departments may elect to provide faculty with payment from Departmental funds for additional degrees/advanced training programs including but not limited to an MBA at Booth, Masters in Public Health and leadership development programs at the University of Chicago or other institutions subject to prior approval of the Dean or his delegate. Payment for advanced degrees should be limited to the following situations:

- **Strategic Recruit**: to incentivize the individual to accept an offer from a Department within the BSD. This can only apply to Associate and Full Professors. A full written justification of what the institutional value of offering this benefit must be provided to the Dean’s office prior to making the offer (verbally or in writing) to the candidate.

- **Development of future leadership** – In conjunction with the Dean, Departments may identify certain individuals that they believe have the potential of developing into leadership roles within the Division or University. A written description of the rationale for providing the professional development opportunity and the institutional benefit that is expected must be provided prior to notification to the candidate.

Any offer of this type of professional development should be made in writing to the candidate and should outline the following points:

- Candidate is required to repay program costs should he/she leave before three years of additional service after the program is completed.

- Program costs are considered taxable, as they represent a form of in kind compensation.

C. **Staff CME/Professional Development**

- The BSD encourages the professional development of staff within the Division. These opportunities should be limited to activities that directly benefit the Department/Division, are related to the staff member’s current position and must be approved by the individual’s supervisor and Department Chair. Senior staff should not attend more than one out of town professional conference per year and the staff allowance may not exceed the annual faculty limit of $3,000. Exceptions may be made by the Chair of the Department with approval of the Dean’s Office in exceptional circumstances. These limits exclude external or grant funded conferences.

- Regarding tuition, the BSD follows the [University’s Tuition Benefit](#) offering for staff employees. Exceptions to this are subject to approval by the Dean and the BSD’s Office of Human Resources.

D. **Meals during all CME and professional development meetings fall under the Meal policy.**