



# SCHOOL OF MEDICINE

Department of Medicine  
Chairman's Office

## **DOM Departmental Policy**

**SUBJECT:** Professional Development Funds for Faculty

**EFFECTIVE DATE:** December 13, 2011

**PURPOSE:** To clarify the Department's position on professional development funds for faculty.

**POLICY:**

The DOM Chairman's Office encourages all Divisions to budget between \$1500 and \$2500 per full time faculty member for professional development funds for each fiscal year. These funds may be used for a variety of things, but must be expended within UAB or HSF guidelines depending on the source of the funds.

National and Regional meetings are great opportunities for faculty to present papers, give talks, network and build collaborations. These venues provide for enhanced visibility to improve the national reputation of our faculty, our Divisions, Department and UAB as a whole.

The department will annually review and approve a professional development plan and budget.

**PROCEDURE:**

1. Amounts over the range described above must be approved by the Division Director and the Department Chair/Executive Administrator
2. Time off must be requested at least 60 days in advance.
3. All reimbursement requests must be submitted within 60 days.

**RESPONSIBILITY:** Division Director

**SIGNED BY:**

Seth Landefeld, MD  
Professor and Chair  
Department of Medicine  
Spencer Chair in Medical Science Leadership  
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