

Conference Travel, Professional Memberships, and Professional Activities & Travel Funding for Core Specialized College Faculty Policy

Owner Department: Office of Faculty Affairs and Department of Biomedical and Translational Sciences

Owner: Associate Dean for Faculty Affairs and Head of the Department of Biomedical and Translational Sciences

Affected Department(s) or Parties: All Carle Illinois Core Specialized Faculty within the Department of Biomedical and Translational Sciences

Effective Date: April 11, 2022

Next Review Date: April 11, 2025

Policy Number: FS-8

I. Introduction

Core specialized college faculty may not have their own source of funds from research or other discretionary accounts to fund professional travel or other professional development activities and must rely on the college for support. Core specialized college faculty are college faculty whose home unit is Carle Illinois College of Medicine (Carle Illinois), who have $\geq 50\%$ appointment, and whose main responsibilities center on teaching and related activities in Carle Illinois. Note that there are separate guidelines for 0% college specialized faculty whose main role is administrative.

It is in the college's interest to provide for professional development and assist in dissemination of scholarly work through financial support and time to attend conferences, workshops, and similar events. Professional development and support of the faculty is more likely to result in more satisfaction in their roles as faculty, which will lead to a more stable faculty body. Dissemination of Carle Illinois' unique approach to medical education will raise the profile of the college and help to attract high quality faculty, staff, students, and administrators to the college.

The college will establish a discretionary account for each core college faculty member into which a defined dollar amount will be deposited annually (\$4500/faculty/year). The funds will roll over annually up to a maximum of \$9,000. Faculty will be responsible for covering costs that exceed the account balance. Faculty may have other discretionary funds available through, for example, the application review efforts. The proposed amount of funds is based on information collected from facilitators (Table I), who indicated the types of conferences and the estimated

professional memberships and conference fees and estimates of travel in the contiguous US. The dollar amount proposed will be reviewed and revisited every three years.

Examples of appropriate and recommended use of the funds are below (see Table I).

II. Annual support for professional conferences and membership

Faculty are encouraged to attend medical education (MedEd) conferences for professional development and dissemination of scholarly work, to pursue leadership opportunities in MedEd, and to increase visibility of Carle Illinois in the MedEd community.

Faculty are likewise encouraged to keep up with current research and education in their own technical or professional discipline and therefore may benefit from attending related conferences.

Funds may be spent for related professional memberships and conference travel and participation.

III. Periodic support for other professional development activities

Faculty are encouraged to seek out professional development opportunities. These may arise at conferences they are already attending, but may require additional funds, or through other opportunities. For example, AMEE-ESME has online courses on medical education; IAMSE has a Fellowship program; AAMC offers some leadership development programs. Funds were allocated in anticipation of approximately one such activity every other year (see Table I).

Table I. Information used to estimate the annual allocation for per faculty.

Activity	Estimated costs	TOTAL/activity
e.g., MedEd conference	\$125 (membership/registration), \$600 (hotel, 3 nights), \$650 (airfare), \$125 (per diem), \$150 (other, e.g., ground transportation)	\$1650
e.g., other conference	\$500 (membership/registration), \$600 (hotel, 3 nights), \$650 (airfare), \$125 (per diem), \$150 (other, e.g., ground transportation)	\$2025
Funds for professional development activity at frequency of ~every other year	\$825	\$825
TOTAL		\$4500

While unused travel and professional funds allocated through this mechanism will roll over annually, the discretionary travel account will be capped at \$9,000.

Faculty who have unique or unusual opportunities to disseminate scholarly work that directly relates to Carle Illinois’ curriculum or includes one or more students as co-authors, or to attend a conference in a leadership role, or to participate in an unusual leadership opportunity, may also apply to the department for additional funding, if discretionary funds have been exhausted. Requests for additional funds will be considered based on the total number, frequency, and costs of previously granted requests for this and other activities, and on available funds in the college. *Priority will be given to fund activities that clearly advance the mission of the college, that professionally develop faculty to better meet the needs of the college, and activities that promote student research.*

Faculty may be asked to travel on behalf of the college or to otherwise represent the college. This travel will be covered separately by the college.

New faculty who have little or no experience in MedEd can request support to attend a workshop or training in the first two years in their initial role. This request would be in addition to the annual support described herein.

Faculty are expected to budget for travel in any grant proposals submitted for scholarly or other activities. Failure to do so will make the faculty member ineligible for consideration for additional funds and may result in reduced allocation of these travel and professional support funds.

As faculty are generally required to obtain prior approval for travel, college faculty will be required to fill out a webform (see Table II), which will gather additional information that the Office of Faculty Affairs and Development (OFAD) can use for Liaison Committee on Medical Education (LCME) and other purposes to track activities. Teaching faculty are expected to make arrangements to cover their teaching responsibilities while they are on work travel for conferences, workshops and the like.

Table II. Example of the type of Information to collect from faculty and purpose of collecting the information via a webform or similar. At the time of implementation of the policy, this part of the travel program has not been developed and faculty should provide this information to the Office of Faculty Affairs and Development (OFAD) via email (facultyaffairs@medicine.illinois.edu)

Item	Examples, if applicable, and comments
Name	
Role in college as it related to the travel	
Specific request	e.g., travel to IAMSE conference
Rationale for request	(Could have list and then also text box with “other”) <ul style="list-style-type: none"> • Presenting scholarly work, no student authors

	<ul style="list-style-type: none"> ○ Abstract(s) info ● Presenting scholarly work, with Carle Illinois student authors ○ Abstract(s) info ● Leadership activities ○ Details ● Professional development ○ Indicate activities ● Other
Dates requested	<i>Note that college faculty are responsible for making arrangements to have their teaching, service, or administrative duties covered while they travel for work-related activities.</i>
Supervisor who approves request	(Allows the request to be emailed directly to that person for approval, which is generally required by the University)

Other considerations

- Part-time college faculty or those faculty whose appointments span multiple units, but Carle Illinois is the home unit, would get funds proportional to their service.
- Faculty whose appointments span multiple units, as described above, will be expected to seek funding from those other units and Carle Illinois will only fund activities/conferences/professional development activities that advance the mission of Carle Illinois and the development of the faculty member as it relates to their role in Carle Illinois.
- A part-time faculty member who is new to medical education is encouraged to participate in a medical education workshop in the first two years, similar to a full-time faculty member.
- Faculty who have primarily administrative roles and a 0% appointment in one of the departments have a separate policy.
- Heath Innovation Professors (HIP) are not eligible for this program for travel funds.

Governing Body: Executive Leadership Team

History:

Created: March, 2022

Approved By/Date: Executive Leadership Team, April 11, 2022