

CDA Guidelines for Academic Activities

The Department of Anesthesiology Career Development Award (CDA) program provides faculty time for academic activities and is the Department's *shared* commitment to faculty career development and in support of the Departmental missions. The table below provides guidelines with regards to select academic activities; the *upper* limit of recommended CDA days is provided for each generic activity. Each specific activity may differ in its time and effort requirements. Final allocations are made by the CDA and Executive Committees.

Education	Description of Role	CDA Days: Up to ...
Institutional Teaching	1. Teaching during clinical day	0 days
	2. Teaching a 2-hour course on non-clinical day	0.2 AD days per encounter
	3. Teaching a 4-hour course on non-clinical day	0.4 AD days per encounter
	4. Preparation for teaching (giving new lectures or teaching new courses)	Up to 5 days per year *

* Generally, it can take up to four times the time of a scheduled teaching activity for the initial creation of new content but should not take more than one times the time for a repeat teaching activity. For new content development, details of the curriculum/course objectives should be provided in CDA application; Evidence of enduring material should be submitted to the Office of Education when developed.

Academic Service	Description of Role	CDA Days: Up to ...
Committees (Institutional, Regional, National, or International)	1. Committee meetings during clinical day	0 days
	2. Leading a committee meeting or committee meetings requiring faculty to be non-clinical (near mandatory attendance)	0.1 AD days per encounter
	3. Preparatory work for committee meetings (requiring significant review and/or drafting of materials)	Up to 5 days per year *

* As a guide, use 0.1 AD per hour of preparation work (e.g. reviewing medical school application files, P&T documents etc.) up to a maximum of 5 days per year. For committees that require significant pre-review of material, please provide a brief description of the scope of review work required.

Academic CDA Guidelines

Scholarship	Description of Role	CDA Days: Up to ...
Unfunded research projects	Projects that are expected to improve our understanding of important clinical, education, basic science or QI related questions, produce publishable data, and/or generate preliminary data for a planned future grant	Up to 8 days depending on scope, return on investment for faculty, and benefit (vs. cost) to the Department *
Manuscript writing	Impactful publications in clinical, education, basic science or QI areas aligned with the faculty's career goals and Departmental missions	Up to 3 days per manuscript *
Grant/contract writing and submission	To obtain external funding that will cover the cost of future impactful scholarship including faculty time and Departmental investments	Up to 10 days depending on scope, return on investment for faculty, and benefit (vs. cost) to the Department *

* You must provide a brief description of the planned activity and how it aligns with your own career goals as well as with the Department's missions.