



Career Development Award AY 2024 – 2025 Program Overview

I. KEY DATES

December 15, 2023	Applications sent to faculty
January 31, 2024	Applications due for review
February 20, 2024	CDA Review Meeting
April 2024	Notice of CDA
July 1, 2024	Award Start Date

II. ABOUT THE CDA

- a. The objective of the Career Development Award (CDA) Program is to provide all clinical faculty members with academic and administrative time to help advance their careers as well as the Department's missions of education, scholarship, and service.
- b. Awards are made by the Chair, based on the recommendation of a committee, on the basis of value to the Department's core missions and anticipated benefit to the faculty member's career.

III. PARTICIPATION

- a. Each year, **ALL** clinical faculty (including those in the Pain Division), except those listed below, must apply for a CDA in order to receive academic or administrative time. There are no guaranteed CDA days based on rank or track.
- b. The following clinical faculty do not need to submit a CDA application:
 - i. Faculty whose start date is on or after January 1, 2024, unless asking for additional days beyond what they received per year 1 contract (e.g., for a new administrative role, for new grant funding, etc.).
 - ii. Faculty with less than 20% Vanderbilt effort
 - iii. Per diem faculty do not receive academic days and as such do not participate.

IV. APPLICATION - Applicants must complete all sections of the CDA application. There are two main types of days awarded:

- a. Administrative Days Request
 - i. A detailed description of the specific administrative activities, initiatives, and projects you are continuing or plan to achieve next academic year.
- b. Academic Days Request
 - i. A detailed description of the specific academic activities, initiatives, and projects you are continuing or plan to achieve next academic year.
 - ii. Every full-time faculty member receives five Education Leave (EL)/flex days IN ADDITION to allocated CDA days for continuing professional education annually.

- c. CDA Request Summary
 - i. Your total requested academic and administrative days.
 - ii. It is important to provide an accurate up-to-date (i.e. through December 2023) Curriculum Vitae with your application.

V. AWARD PROCESS

- a. Complete and submit your application.
 - i. Please consult with your **Division Chief** prior to submission to ensure your request realistically represents the number of days you will need based on your intended goals for next year.
- b. Requests are reviewed by a member of the CDA committee who will make an initial recommendation based on the information you provide.
 - i. The CDA committee consists of Division Chiefs and full professors currently serving on the Department Appointments & Promotions Committee.
- c. Reviewer recommendations are then discussed at an all-day meeting where the committee agrees on a “target” CDA for each faculty member, ensuring parity across the Department.
- d. The committee’s recommendations are then reviewed by the Executive Committee and finalized by the Chair.
- e. You will receive a letter outlining your number of academic, administrative, and clinical days distributed via email in April 2024.

VI. QUESTIONS

- a. If you have any questions concerning this process or your application please e-mail AnesthesiologyFacultyAffairs@vumc.org, Pratik Pandharipande at Pratik.pandharipande@vumc.org, or Arna Banerjee at Arna.Banerjee@vumc.org.