Career Development Award FY 2020 – 2021

Program Overview

I. KEY DATES
   January 2, 2020       Applications sent to faculty
   January 23, 2020      Applications due for review
   February 13, 2020     CDA Review Meeting
   April 16, 2020        Notice of CDA
   July 1, 2020          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 Pain), except those listed below, must apply for a CDA in order to receive any academic or administrative time. Those who do not submit a CDA application will not be assured of receiving any academic days.
   b. The following clinical faculty are excluded from the CDA process and do not need to submit a CDA application:
      i. Faculty who do not have at least 20% Vanderbilt effort
      ii. 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:
   a. Section 1: 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. Section 2: 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.
   c. Section 3: CDA Request Summary
      i. Your total requested academic and administrative days.
      ii. Where appropriate, include a supporting letter from your mentor(s) who will advise you on specified projects. The letter should describe the mentor’s role on the projects and commitment to the proposed work.
d. It is important to provide an accurate up-to-date (i.e. through December 2019) 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 A&P Committee.
   c. Reviewer recommendations are then discussed at an all-day meeting where the committee agrees on a “target” CDA for each faculty member.
   d. The committee’s deliberations are then reviewed by the Executive Committee which makes a recommendation to the Chair.
   e. You will receive a letter outlining your number of academic, administrative, and clinical days distributed via email and to your Division’s administrative assistant on April 16 and 17, 2020.

VI. QUESTIONS
   a. If you have any questions concerning this process or your application please e-mail anesthesiologyfacultyaffairs@vumc.org or Matt Weinger at matt.weinger@vumc.org.