



Career Development Award AY 2022 – 2023 Program Overview

I. KEY DATES

December 19, 2022	Applications sent to faculty
January 31, 2023	Applications due for review
February 28 2023	CDA Review Meeting
Mid-April 2023	Notice of CDA
July 1, 2023	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 *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 do not need to submit a CDA application:
 - i. Faculty whose start date is on or after January 1, 2023, unless asking for additional days (for a new administrative role, for new grant funding, etc.).
 - ii. Faculty who do not have at least 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:

- 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.
 - 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. **Section 3: 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 2022) 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 by mid-April 2023.

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.