



Department of Pathology, Microbiology & Immunology

Effective Date: 7/1/2022

Policy Number:	1.0
Policy Name:	Faculty Funds Policy

Purpose: This policy outlines the Department's policies regarding professional expenses for faculty.

Policy:

All eligible faculty will be given a yearly allowance of \$4,000 to cover professional development expenses. Use of the professional allowance will be subject to the following:

1. Eligible faculty include full time faculty with primary appointments in PMI.
2. Funds will be available on a yearly basis at the start of the fiscal year on July 1. Any funds not spent by the end of the fiscal year will not roll over.
3. Professional development funds may be used for travel and certain other expenditures related to continuing medical education, academic advancement, and professional development.

Reimbursement:

1. All items to be reimbursed must be submitted within 30 days of purchase or return from travel to insure timely processing.
2. Receipts must be itemized.
3. All expenses must comply with Departmental and University travel and expense reimbursement policies and be approved by the Department.
4. Expenses that exceed the professional allowance will not be reimbursed unless approved by Division Director for reimbursement from division discretionary funds.
5. Funds are no longer available upon notice of resignation unless exception is granted by the Chair.

Travel Using Faculty Funds:

All travel must comply with the VUMC and PMI Travel Policies. In addition, the following will apply to travel using Faculty Allowance Funds:

1. Faculty funds of \$4,000 per year may be used for professional travel, the purpose of which may include:
 - a. Delivering talks, presenting posters, or teaching
 - b. Participating in committees or other professional organization meetings
 - c. Continuing education
 - d. Professional networking
2. Division directors approve travel and have determined that the travel meets one or more of these purposes.

Non-Travel Related Expenditures Using Faculty Funds:

1. Non-travel related expenses for professional development may be reimbursed. Some examples include:
 - a. Accredited educational courses
 - b. Professional books (paper or digital)
 - c. Conferences (in person or virtual)
 - d. Membership dues not exceeding one year in length
 - e. Journal subscriptions not exceeding one year in length
 - f. Publication fees
 - g. Purchase of faculty regalia for commencement
 - h. Professional software purchased through VUMC IT
 - i. Approved laptop or tablet for work related purpose. Limited to one device every three years. Must be purchased through VUMC IT. All IT devices purchased with faculty funds are considered the property of VUMC per organizational policy and must be returned if departing the organization.

2. Faculty Funds are not eligible to be used for the following:
 - a. Personal items not related to work
 - b. Computer or tablet accessories other than case, keyboard, mouse, and stylus
 - c. Entertainment expenses
 - d. Diploma framing
 - e. Office supplies
 - f. Cell phones, cell phone plans, or data plans