



The University of Texas at Austin Dell Medical School

PROFESSIONAL EDUCATION FUND

Updated May 2016
Revised February 2018

Scope

The purpose of providing funds for professional memberships, professional resources and development opportunities (continuing education and meetings) is to increase the affiliation, scholarship and professional development of members of the faculty and thereby enhance their contribution and capacity for service to the Dell Medical School.

This policy applies to Dell Medical School faculty members with regular appointments who are directly employed by UT Austin.

Policy

The Dell Medical School policy allows for the time and funding available for professional memberships, resources and development opportunities (continuing education and meetings) as outlined below, unless otherwise authorized by the Department Chair, or designee, and should be considered as faculty members develop external commitments.

- Professor: 20 days per year and \$3,500 for professional memberships, resources and development, including travel.
- Associate Professor: 15 days per year and \$3,500 for professional memberships, resources and development, including travel.
- Assistant Professor: 10 days per year and \$3,500 for professional memberships, resources and development, including travel.
- Instructor: 5 days per year and \$3,500 for professional memberships, resources and development, including travel.

No more than 50% of the annual educational fund allowance can rollover and no more than \$5,250.00 can be accrued. The responsibility for approving requests and for funding for professional license, membership and faculty development opportunities resides with each department's chair. It is strongly encouraged that no more than 5 days be taken at a single time and the days will not rollover annually. The purchase of professional materials and resources should follow UT Austin purchasing guidelines.

Requests

Requests for reimbursement of license and membership fees as well as professional resources should be made in writing and approved by the department chair before they are obtained.

Reimbursements may be approved, within the funding allowances, should the department chair determine the credential, affiliation or resource is of benefit to the medical school.

Requests for professional development opportunities (continuing education and meetings) should generally be made at least sixty days, and no less than 30 days, before the professional development takes place and should include the following information:

- **Purpose:** A detailed statement of the applicant's plans for utilizing the time requested and the benefit to the medical school as a result of the proposed professional development opportunity.
- **Details:** The names of organizations or institutions with which the applicant expects to be affiliated during the professional development opportunity as well as the development activities with location and date to be completed while at the professional development opportunity.
- **Cost:** A total of any anticipated costs associated with the professional development opportunity should be included. If the faculty member obtains outside funds that will be used to supplement a professional development opportunity, that information should be included on the request.

Upon receipt of an application for a professional development opportunity (continuing education or meeting), the chair or designee prepares either a statement of approval or denies the request providing a justification.

If approved, and a faculty member will be requesting funds or reimbursement for travel expenses while at the professional development event, the department must complete a Request for Travel Authorization (RTA) before any travel arrangements are made and before travel takes place.

Following completion of a professional development opportunity event, a faculty member must submit receipts for reimbursement for qualified expenses within 30 calendar days. Reimbursements submitted after 60 days will not be processed, per UT Austin policy.

[UT Austin Travel Policies](#) and procedures must be followed as outlined in official UT Austin publications.