

Policy change
Department of Family Medicine
DFM Chair Discretionary Funds for Faculty
Approved by Council on 2/16/11

Currently there is an allocation of \$2000/ 1.0 FTE faculty and academic staff per year to support travel and attendance at professional meetings, as outlined in the DFM's professional development policy (<https://inside.fammed.wisc.edu/documents/3203>) . Faculty members have considerable discretion in determining how they wish to utilize these funds with the understanding that each individual is expected to be planful in considering how these resources will best support her/his professional development over the course of the year. The use of these funds must be administratively approved by medical directors or other appropriate leaders as described in the policy consistent with UW regulations requiring oversight of such expenditures.

The availability of any additional funding is limited and will be dependent on the department's budget. It should be understood that even if a faculty member has a paper accepted for presentation or another significant professional opportunity, full DFM support for associated expenses cannot be assumed.

Supplemental funding may be provided to allow faculty and academic staff to attend additional meetings in the following situations:

- 1 If the activity is requested by the department, -- either to represent the DFM or to bring back to the department specific skills or information.
- 2 If a faculty or staff member, in conjunction with her/his mentor committee or site leaders, has a clearly defined academic development plan that would be substantially facilitated by attendance and/or presentation at specific professional forums for which the costs will not be entirely covered by the base allocation. Whenever possible, such a need for supplemental resources should be determined and requested within the annual performance review process.
- 3 If a faculty or staff member has already used his/her allotted travel funds and is invited to give a presentation at an academic meeting.

In each of these circumstances the faculty or staff member must apply to the chair's office for funding. Priority will be given to activities that have high likelihood to lead to publications and/or sharing of important innovations broadly within the DFM. Decisions will be based on the following considerations:

- Resource Availability – this may vary depending on budgetary constraints
- Value – impact on DFM missions and initiatives
- Consistency – alignment with individual faculty member's academic plan as outlined with mentor committee and/or site leaders. The use of the primary available funding (\$2000) should be a part of this plan.
- History – past success faculty member has had developing publications from presentations, communicating knowledge gained from external activities to colleagues, implementing strategies learned within the DFM.
- Equity – frequency of requests for supplemental resources in comparison to colleagues.
- Timeliness – early notice about supplemental needs is substantially preferred.

Applications for supplemental funding should be submitted to the Chair's office with inclusion of the following information:

- faculty or staff member name
 - meeting –date, location
 - approval from medical director regarding time away, as appropriate
 - support from mentor committee or other leadership, as appropriate (can be copy of mentor committee report, annual performance review plan, etc.)
 - nature of activity: presentation (including topic and copy of request to present or acceptance of submission), panel participation, participation in learning activity, etc
 - relationship of activity to professional development goals
 - prior use of the base allocation of professional development funds (\$2000) in the academic year
 - previous requests for supplemental funding over the past 5 years
 - plans for subsequent dissemination of presentation materials, such as publication, or of information within the DFM
 - anticipated expenses
 - date when decision about supplemental funding is needed
-
- other factors as are relevant (e.g., matching funds from other sources, coordination with other activities, etc.).