Policy: The purpose of this policy is to establish guidelines for professional development for faculty and staff within the School of Medicine. This policy applies to all full-time and part-time employees of the School of Medicine including Creighton Medical Associates. The School of Medicine strives to support the continuous development of new knowledge that will enhance the professional and administrative skills of the faculty and staff in support of the mission of the School of Medicine in the most efficient and effective manner possible.

Definitions:

A. Professional development includes activities that promote the improvement or maintenance of knowledge and skills needed or desired to perform duties required to fulfill university responsibilities. Such activities include continuing profession-related education conferences, courses, and meetings, dues, fees, and memberships in professional groups and societies, board certification training and examinations.

B. Conferences, Meetings, and Conventions – A formal scheduled meeting of a recognized group or organization in which the School of Medicine maintains a membership of has an active area of interest related to the mission of the School of Medicine.

C. Staff Training and Development Seminars, Continuing Education – Includes training and development to improve job/professional skills and may also be required to maintain professional certification.

D. Official University Business – All other travel that is not defined above but may be required to carry out job functions and which has been approved by the appropriate authority. This includes all travel regardless of the source of funding.

E. Travel outside the Continental United States and Canada – Any travel that is required beyond the 48 contiguous states must be prior approved by the Dean of the School of Medicine or his/her appointed designee.
F. Key Leadership Positions – Positions including associate deans, assistant deans, department chairs, center directors, department administrators, and administrative directors of the faculty practice plan.

Guidelines:

A. Faculty and Staff are expected to utilize the most efficient methods to gain additional professional knowledge and skills to perform their position responsibilities.

B. Faculty and Staff may be authorized to attend professional development meetings, conferences, and seminars for up to seven (7) days per academic year in order to maintain or enhance their professional abilities. This does not include travel that has been directed to maintain job specific or fulfill official university obligations. The request for attendance shall be made in writing and approved by the individual’s immediate supervisor and division chief / department chair.

C. Travel shall normally be limited to the continental United States and Canada. Travel beyond those limits must be pre-approved by the Dean.

D. Travel expenditures related to professional development should demonstrate judicious use of university funds. Travelers are required to comply with the university travel policies and expenditures must be supported by valid receipts and other documentation as required.

E. Reimbursement for alcoholic beverages will be limited to modest amounts at a socially acceptable level and at a reasonable price. Normally, reimbursement will be limited to no more than one alcoholic beverage associated with a meal no more than one time per day. No reimbursement for alcohol will be provided if the travel was funded through a federal or non-federal grant or contract.

F. Reimbursement for travel-related expenses of spouses and/or guests who accompany an official University traveler are not permitted. Reimbursement for lodging expenses is limited to what the cost would be for the individual University traveler. Any exceptions to this paragraph must be approved by the Dean in advance.

G. Travel related to key leadership positions must be reviewed and approved by the Dean. All requests for travel and reimbursement must be forwarded to the Associate Dean for Administration and Finance.

H. At least annually, the Dean in consultation with the School of Medicine Leadership Council and the President of Creighton Medical Associates will review and develop guidelines to determine the amount of financial support available for professional development:

   a. The current annual amount of support for full-time faculty members is $2,500.00.

   b. Department Chairs may determine the distribution of support among department faculty members. The funds should be used in a judicious
manner to optimize the development of faculty skills needed to fulfill the mission of the department.

**Procedures:**

1. Faculty and staff shall request in advance and in writing permission from their division chief/department chair/director permission to attend or participate in a professional development activity. This includes submission of invoices for dues, fees, and memberships for payment or reimbursement. Only the reasonable and necessary expenses shall be reimbursed in accordance with the university travel policies: [http://www.creighton.edu/adminfinance/purchasing/travel/index.php](http://www.creighton.edu/adminfinance/purchasing/travel/index.php)

2. Department Chairs/Division Chiefs/Directors will maintain a record of the support that has been approved and utilized by individual faculty and staff members.

3. Travel expenditures related to professional development should demonstrate judicious use of university funds. Travelers are required to comply with the university travel policies and are supported by valid receipts and other documentation as required.

4. Travel Expense Reports are included in the audit testing performed by the University’s Internal Auditor and the University’s independent auditor. The Dean of the School of Medicine also reserves the right to review all travel expenditures within the School of Medicine to determine that the expenditures comply with the general guidelines as outlined in this policy. Any requests for revision to this policy should be forwarded to the Associate Dean for Administration and Finance.