

## **PHPR Faculty Professional Development Support Policy**

1. This policy applies to all PHPR faculty members (tenured, tenure track, clinical track, research track, or adjunct faculty). The policy replaces the current travel and computer policies. For faculty who utilized travel funds from the old policy during 2014-2015, submission of scholarly work for peer-review publication will be required before funds from the new policy in 2015-2016 will be release.
2. Professional Development support will be available to all PHPR faculty members on an annual fiscal year basis (July 1-June 30) in accordance with guidelines listed below.
  - a. Full-time (FTE  $\geq$ 0.6) faculty members are eligible to receive 25% of the departmental excess salary savings, distributed amongst all individuals equally
  - b. Part-time faculty members (FTE <0.6) are eligible to receive the proportional percentage of their effort of the dollar amount granted to full-time faculty members in accordance with 2a. above
  - c. Adjunct faculty and research faculty members are eligible to receive a portion of funds each year through working directly with the Department Head. The amount and availability of these funds may vary each year as they are dependent on reserve funds in the Department.
3. The amount of annual professional development support can change based on the discretion of the Department Head and yearly budget needs. The amount available each year will be announced by August 1 of each year and deposited into individual accounts for each faculty members' use. Each faculty member is responsible for their own accounting of these funds.
4. As part of the annual report, faculty members will document the utilization/budget and purpose of the support. The funds may be used for the following items:
  - a. Attendance at a state, national, or international conference / meeting for the purpose of the following:
    - Presentation of an accepted abstract, either as a poster or platform presentation
    - Invitation to deliver a non-sponsored presentation
    - Participation in a professional organization as an elected officer or board or committee member
    - Receiving an award related to patient care, teaching, or research
    - Networking or representing the college of pharmacy for expenses not covered by the department or college
    - Serving as student mentors
    - Recruitment of post-graduate Purdue funded graduate students, residents, or fellows for expenses not covered by the department or college
    - Obtaining continuing education or attending educational sessions for improvement of patient care services, enhancing teaching content or effectiveness, improving research skills, establishing new clinical programs, etc.
  - b. Obtaining or upgrading technology
    - Computer or laptop
    - i-Pad/tablet
  - c. Obtaining or maintaining board certification

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- d. Maintaining professional licensure
  - e. Professional organization membership fees
  - f. College course work for purposes of obtaining new skills to advance professional growth. Funds used to support this category cannot exceed 50% of the total cost of the coursework from all University sources. It is expected that if funds used for this purpose lead to advanced degrees, the faculty member would be expected to continue employment with the Department for no less than 1 year after attainment of the degree.
  - g. Other (such as paying for students to support research efforts or for supporting salary for AY faculty)
5. If funds are not utilized in a given fiscal year, they will be rolled over for use in subsequent years at the discretion of the faculty member.
6. If a faculty member leaves the department, any amount remaining in the professional development support fund will go into the general department fund. In addition, any technology (computer, printer, iPad, tablet, etc.) purchased with professional development support by that faculty member will remain as property of the Purdue University College of Pharmacy Department of Pharmacy Practice.