



Laboratory Medicine Discipline Fund Internal Guidelines for Faculty Continuing Professional Development Activities

Office of Accountability:	Discipline of Laboratory Medicine
Office of Administrative Responsibility:	Discipline of Laboratory Medicine
Approver:	Chair, Discipline of Laboratory Medicine
Approval Date:	April 25 th , 2024
Review Date:	March 31 st , 2025

Overview

Discipline funds play an important role in augmenting expenditures that support the academic activities of faculty. Faculty participation in Continuing Professional Development (CPD) opportunities is a pivotal component of faculty development.

Purpose

The purpose of this document is to provide guidelines for the appropriate and equitable use of Discipline Funds to support faculty expenditures for CPD. This may include travel to conferences, online CPD courses, and/or educational materials.

Scope

Full-time faculty members of the Discipline of Laboratory Medicine.

Policy

- 1.0 The Discipline of Laboratory Medicine can provide up to \$1,000 per year, per GFT faculty member, to support CPD activities.
 - 1.1 The \$1,000 per year can be used towards conferences, online CPD courses, and/or educational materials.
 - 1.2 Approval for faculty CPD activity expenditures are subject to available funding and must be preapproved by the Chair.
 - 1.3 Funds may be available to support faculty travel for research and scholarly work. Please see the Faculty of Medicine Discipline Funds and Operating Budget Expenses Guidelines for details.

2.0 Faculty may be able to accumulate the yearly amount and utilize the accumulated money for CPD activity at the approval of the Chair.

2.1 Faculty must make a written request to the Chair, to have CPD funds carried over into the next fiscal year.

2.1.1 The written request must be submitted by December 31st of each year, three (3) months in advance of the end of the fiscal year.

2.1.2 Faculty can carry forward 2 years + current, so a maximum of \$3000 can be accumulated at any one time.

Procedure

1.0 Faculty member submits conference travel, online CPD course, and/or educational material request to Chair's Secretary

2.0 Chair reviews and approves or declines request.

3.0 Request is sent to Office of Finance, Faculty of Medicine for approval.

4.0 Approved or declined request is communicated to faculty member via email by Chair's Secretary.

5.0 Please review below Related Links.

Non-Compliance

1.0 Preapproval is required. If preapproval does not occur and a request is declined, the faculty member is responsible for all fees paid. This includes fees paid for flights and/or hotels before receiving approval for conference travel, the faculty member will be responsible for any fees related to cancellations in the event a travel request is declined.

Related Links

1.0 Travel Request Form: <https://www.mun.ca/finance/online-forms/>

2.0 Travel Claim Form: <https://www.mun.ca/finance/online-forms/>

3.0 Travel Policy: <https://www.mun.ca/policy/browse-or-search/browse-policies/>

4.0 Submitting a Travel Claim: <https://www.mun.ca/finance/online-forms/>

5.0 Discipline Funds and Operating Budget Expenses Guidelines: <https://www.mun.ca/medicine/about-us/policies-and-procedures/guidelines/>

6.0 Request to Accumulate Faculty Annual CPD Funds Form (Please see the Chair's Secretary)