

University of Louisville
DEPARTMENT OF PEDIATRICS
Standard Operating Procedure
Standard Academic Allowances Policy

University of Louisville Department of Pediatrics	Identification P-2018-02		Contact: Andrei Trocan – Director of Finance and Clinical Operations
Standard Academic Allowances Policy	Date Effective:	07-01-20	
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Purpose: Decipher and delineate Standard Academic Allowances for Faculty Members including memberships, dues, fees, certifications, and continuing medical education.

Introduction: When funds are available, The Department of Pediatrics provides academic allowances that:

- cover dues to organizations that benefit the reputation of the department and academic success of faculty members
- encourage presentations at regional and national meetings
- provides for required continuing medical education and maintenance of board certification
- cover faculty that are leased or are entirely Non-clinical; all clinical, dual employed faculty will have their CME covered by NCMG

The Department of Pediatrics is standardizing travel and allowance policies across all divisions within Pediatrics.

Procedures and Principles for the Department:

1. The first source of funds for travel should always be any extramural contractual amounts or grant funds designated for these purposes, or travel support from external organizations (e.g., AAP) when available.
2. There is no carryover from year to year of unused allowance funds from the Department.
3. Although there is no carry over, underutilized funds will not result in a reduced allowance for future years.
4. For extra-ordinary circumstances that have clear benefit to a mission or reputation of the Division or Department, additional funds may be requested with ample justification provided. Availability of funds and merit will be the determining factors.

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Standard Academic Allowances:

The following categories of Dues and Fees may be covered by the Division, if Divisional funds are available, outside of the CME allotted dollar amount:

I. Memberships, Dues, Fees & Certifications to be covered for All leased and non-clinical Faculty Members

<i>Organizations</i>
Kentucky Chapter; American Academy of Pediatrics
<i>Licensures</i>
Kentucky Medical License [†]
Hospital Dues required for all sites of practice
DEA License
<i>Board Certifications[^]</i>
Fees required for Board Certification Examinations will be covered for first time attempts for initial and recertification exams.
Fees required for Maintenance of Certification activities will also be covered by the Department when completed on time.

[†] Other state license costs will be paid by the Department only if needed for Department-sanctioned clinical practice (e.g., Indiana).

[^] Expenses for 'retakes' of certification exams or missed deadlines for MOC will be the responsibility of the faculty member.

II. Faculty Allowances beyond Dues and Fees for Costs of Attending Meetings (Presentations, CME) and Purchase of Books, Technology or Other Materials Relevant to Faculty Educational or Scholarly Activities

Faculty members will receive a standard allowance of \$3,000 per year for: travel or costs related to their educational or scholarly activities, dues and memberships not specified under section I, books and subscriptions. Costs reimbursed for travel to meetings may include registration, abstract fees, poster or other presentation material costs, travel expenses, lodging, and meals within standard per diem rates.

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Roles and Responsibilities:

Division Chiefs

- Division Chiefs also possess the ability to request from a pool of fund for additional support of travel or faculty related expenses with proper justification. Justification includes how this specific expense relates to the divisional mission or clinical operations. Requests will need to go through both UL and NCMG if it is a dually employed faculty member. If the faculty member in question is UL employed only, the request must go through the Chair of the Department.

Faculty Members

- Faculty Members should communicate with their divisional key contact that will proceed to convey requests for all travel, membership, licensure, dues, subscription, and educationally related items through the Pediatric Chairman's Office.

Division Key Contacts including Unit Business Managers & Program Coordinators

- Communicate with the Pediatric Finance Chairman's Office in order to request any standard academic allowable purchases.
- Key contacts will also track funds used throughout the fiscal year for standard academic allowances.
- When requesting purchases for a Faculty Member who has overspent their allowable funds, the key contact should communicate with their Division Chief for approval and justification, prior to sending the request to the Pediatric Chairman's Office.

Pediatric Chairman's Office

- Approve and complete all requests in a timely manner. Communicate with Divisional Key Contacts, Faculty Members, and Division Chiefs in order to answer any questions about standard academic allowances.