



# UNIVERSITY of MARYLAND SCHOOL OF NURSING

## **Guidelines for Faculty Professional Development and Faculty Travel**

**Responsible Administrator:** Dean  
**Sponsoring Unit:** Office of the Dean  
**Effective Date:** 02/02/2016  
**Last Reviewed:** 08/17/2021  
**Next Scheduled Review:** 05/2024

### **POLICY STATEMENT**

Promotion of professional development is inherent in the University of Maryland School of Nursing (UMSON) Strategic Plan. Professional development includes attendance at courses or continuing education programs as well as the purchase of software, books, or other educational materials.

### **RATIONALE**

It is advantageous to have consistent guidelines and procedures for professional development and travel activities for UMSON faculty members. During the academic year, full- and part-time (at least 50%) faculty members can be reimbursed for professional development and/or travel activities at the discretion of their department chair, based on the availability of funds. The use of faculty members' personal continuing education/professional development funds, for any purpose, also requires approval through this process.

### **SCOPE**

These guidelines apply to all UMSON faculty members.

### **RELATED POLICIES, PROCEDURES, STATUTES, AND REGULATIONS**

#### **USM, UMB, or Other External Policies, Statutes, and Regulations**

- [UMB Travel Policies and Procedures](#)<sup>1</sup>

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<sup>1</sup> <https://www.umaryland.edu/policies-and-procedures/library/financial-affairs/procedures/financial-services/travel.php>

- [USM Policy on University System Travel](#) (VIII-11.00)<sup>2</sup>

## CONTACTS

Questions regarding these guidelines should be addressed to the Responsible Administrator.

## DEFINITIONS

**Professional Development** - Activities that enhance faculty skills and practices and advance the tripartite mission (education, research, and practice) of UMSON

**UMSON Business** - UMSON periodically sends representatives to provide a strategic presence at key professional meetings and/or events. The dean's office maintains a list of conferences and representation and notifies designees of their roles. All expenses for designated attendees will be covered for UMSON business travel.

**Research/Scholarship** - Scholarship in this category includes faculty presentations, moderating or chairing conference sessions, and serving as officers of organizations/associations or members of taskforces.

## RESPONSIBILITIES

- Faculty members who are traveling out of state during duty days and/or will be off campus and have an activity that is being covered by another faculty/staff member should complete the [Conference/Activity Travel Request Form](#)<sup>3</sup> **at least two weeks prior to** traveling. The faculty member must indicate whether he/she will be using/requesting department, grant, UMSON, or other funds.
- UMSON has limited funding for faculty development and travel. Each department chair allocates the funds available to her/his department. Depending on the cost and availability of funding, only partial support may be available for a professional development or scholarly activity.
- If a faculty member will require UMSON support to complete planned activities, he/she must discuss plans with the department chair prior to submission of an abstract or registration.

## PROCEDURES FOR FACULTY TRAVEL AND PROFESSIONAL DEVELOPMENT<sup>4</sup>

- Faculty member completes the [Conference/Activity Travel Request Form](#)<sup>5</sup> to apply for travel and related expenses.

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<sup>2</sup> <https://www.usmd.edu/regents/bylaws/SectionVIII/VIII1100.html>

<sup>3</sup> <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Form-Off-Campus-Conference-Activity-Travel-Request.docx>

<sup>4</sup> For reimbursement for student site visit travel, consult your department administrator for procedures.

<sup>5</sup> <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Form-Off-Campus-Conference-Activity-Travel-Request.docx>

- Department chair reviews the request and approves or denies it.
- If approved, a designated staff member processes payment according to University policies governing pre-payment and reimbursement.
- Faculty member and department chair will discuss the accomplishments of the professional development event during the annual review of professional goals (if applicable).

## **GUIDELINES**

- The faculty member who is traveling must arrange coverage for teaching responsibilities and other work activities and needs to ensure that the faculty members who agree to provide coverage have a thorough understanding of the commitment.
- The supervisor's approval of the work-related travel provides documentation that the travel is approved, if needed for a Worker's Compensation claim or Maryland Tort Claims Act claim.
- Travel expense support may be available, depending on purpose of travel and available resources. The department chair will determine which expenses can be covered, based on departmental travel allocations.
- Travel may be related to professional development, UMSON business, or research/scholarship.
- Submitting an abstract or registering for a meeting/conference does not ensure that UMSON will be able to provide funding.
- The faculty member must discuss travel plans with his/her department chair prior to travel. This must occur prior to registration and prior to submitting abstracts for meetings/conferences if attendance depends on UMSON funding.
- A faculty member who has grant funds to cover travel expenses will be expected to use these funds before requesting UMSON funds.
- Departmental funds cannot be used for:
  - payment of licensure and certification fees
  - membership dues, unless included in conference registration fees
  - tuition or fees for courses, workshops, etc., offered by external entities that are also available via the University of Maryland, Baltimore Learning Hub or at a University System of Maryland institution

## **FORMS AND TOOLS**

[Conference/Activity Travel Request Form](#)<sup>6</sup>

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<sup>6</sup> <https://www.nursing.umaryland.edu/intranet/media/son/intranet/policies-procedures/Form-Off-Campus-Conference-Activity-Travel-Request.docx>

**DATE AND SIGNATURE**

Date: August 19, 2021

Approved by the Dean: 