

Faculty Travel Days for Professional Activities

Date: June 7, 2006

Status: Revision

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Applies to:

All faculty in the School of Medicine.

Reason for Policy:

The policy clarifies the guidelines for a reasonable amount of time that faculty may be away from the School of Medicine to carry out professional activities related to their responsibilities at the School of Medicine.

Definition of Terms:

Policy Statement:

School of Medicine full-time faculty may use up to 45 days per year for travel related to professional activities, such as approved consulting, fund raising, public service related to the profession, or service on peer review or state or national committees. This 45-day allotment includes the allotted annual vacation days (22 days for full-time faculty).

As long as faculty travel does not exceed 45 days, the faculty member will follow the departmental approval process and university travel policies. If travel exceeds 45 days, the faculty member must obtain the chair's approval prior to making travel commitments. The department chair will report annually to the dean on all faculty members whose travel exceeded 45 days.

Faculty who report directly to the dean and vice president, e.g., chairs, associate deans, and center directors, must obtain approval from the dean prior to making commitments that will require travel in excess of the annual 45-day allotment.

The above allocations are adjusted on a pro-rata basis for part-time faculty.

Related Policy:

University Travel Policy

<http://minerva.acc.Virginia.EDU/procurement/travel/TravelBasics.html>

Leaves of Absence: Annual Leave and Holidays

http://www.virginia.edu/provost/docs_policies/leaves.html#annual

Next Scheduled Review: June 2009

Revision history:

Policy established November 1, 2001.

Revised February 1, 2006