

**UNIVERSITY OF HOUSTON SYSTEM
COLLEGE OF MEDICINE**

SUBJECT: Faculty Professional Development Funds – Approved Use

Purpose

To provide University of Houston College of Medicine (UHCOM) faculty guidelines surrounding the use of professional development dollars, in accordance with all UH relevant policies and procedures.

Background

Professional development funds provided to faculty members are stipulated in appointment contracts. While part of a faculty member’s annual compensation package, they may only be utilized in accordance with all relevant policies. It is the goal of the UHCOM for effected individuals to know the proper procedures to ensure no unexpected issues arise, and appropriate reimbursements to process as quickly as possible.

Policy

Professional development funds may be used for the following in accordance with all state and UH policies, and as approved by the faculty member’s supervisor.

1. License and certification fees
2. Dues and memberships for professional organizations, as related to job at UH
3. Subscriptions and reference materials for professional development
4. Conferences/meetings and related expenses for continued education credit or general professional development

Funds may not be used for the following:

1. Equipment or furniture purchases
2. Salary/stipend support
3. Expenses related to any other faculty or staff member

All expenditures must have approval prior to the expense being incurred. Professional development funds cannot be accumulated across fiscal years.

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