

UND School of Medicine & Health Sciences Faculty Professional Development Activity Guideline

(Last Update: 11/24/25)

1) Commitment to UND SMHS

As members of the University of North Dakota faculty, all SMHS faculty are expected to prioritize their commitment to the institution and its students.

Professional development is an important part of academic growth; however, maintaining a consistent presence on campus is essential to support teaching, research, service, and administrative responsibilities. Excessive absences or travel can disrupt continuity for students, colleagues, and the broader university community.

Faculty should exercise sound judgment when planning professional development and travel, ensuring these activities do not compromise availability, accessibility, or institutional obligations.

Faculty are expected to consult with their Department Chair or Supervisor to confirm alignment with departmental needs and the mission of SMHS and UND.

2) Annual Professional Development Funding

- a) Annual amount: Each department may establish its own guideline, not to exceed \$4,000 per fiscal year for a full-time benefit-eligible faculty member, to support professional development activities, including travel. Funds are available on a use-it-or-lose-it basis and do not carry over to the next fiscal year unless specifically approved by the Department Chair.
- b) Eligibility: Faculty's primary academic appointment must be by SMHS. For benefit-eligible part-time faculty ($\geq 50\%$), the Department may provide prorated funding.
- c) Allowable expenses include:
 - i) Continuing education or training
 - ii) Conference registration and attendance
 - iii) Professional development activities approved by the Department Chair
- d) Unallowable expenses include:
 - i) Equipment or supplies for research, office, or general administration
 - ii) Computers, tablets, cell phones, and other IT devices
 - iii) Strongly encourage consulting the Department Chair if unsure.

- e) Sponsored Program: Travel or professional development activities that are funded by sponsored programs (e.g., grants or contracts) and approved by the Department Chair or Supervisor are excluded from the annual funding cap. Faculty must ensure that travel funded by sponsored programs complies with both UND and sponsor-specific travel policies.

3) Travel

- a) Travel Compliance

All SMHS faculty must follow the University of North Dakota (UND) Travel Policy, including procedures for travel authorization, expense reporting, and reimbursement. The full policy is available here:
<https://und.policystat.com/policy/19238819/latest>
- b) Pre-Travel Authorization

Before making any travel arrangements, faculty must obtain approval from their designated approving authority, regardless of funding source.

 - i) Travel Within the Continental U.S or Canada

Approval must be obtained from the Department Chair or Supervisor via the SMHS pre-approval system: <https://razor2.med.und.edu/leave-request>
 - ii) Travel Outside the Continental U.S. or Canada

Travel to any destination outside the continental United States or Canada - including Alaska, Hawaii, Puerto Rico, and all other international locations except Canada - requires an additional approval from the Dean.

 - First, obtain departmental approval through the SMHS pre-approval system.
 - Second, secure approval from the Dean or Dean's designee via email with all supporting documentation and information.
- c) International Travel Approval by UND Office of Safety

All international travel, including Canada, requires additional approval from the UND Office of Safety. Faculty should initiate this process well in advance to comply with UND's international travel risk management protocols:
<https://campus.und.edu/safety/public-safety/international-travel-safety.html>
- d) Travel funded by Grants & Contracts

Requires Principal Investigator's approval if travel is fully or partially funded by extramural grants or contracts. Also recommend consulting the Department Administration and SMHS Research Administration to confirm the budget and compliance.

4) Reimbursement Process

All reimbursement requests, including travel, must be submitted in a timely manner, not exceeding 60 days from the transaction date. Reimbursement requests submitted after 60 days will be considered taxable income to the employee, in accordance with IRS regulations and UND policy. Faculty are required to submit all supporting documentation promptly through the appropriate UND financial system.