



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

School of Medicine

## Operating Policy and Procedure

**SOM OP:** 20.40, **Inter-campus Visiting Professor Program**

**PURPOSE:** The purpose of this School of Medicine (SOM) policy and procedure is to establish the visiting professor program. This is designed to encourage inter-campus faculty relationships through centralized funding of travel expenses for medical education activities.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Executive Associate Dean for Administration and the Associate Dean for Faculty Affairs and Development. Revisions will be forwarded to the Office of the Dean for approval and publication.

### **POLICY/PROCEDURE:**

1. **General.** This program will fund the travel of faculty from one School of Medicine campus visiting another campus (Amarillo, Lubbock, or Permian Basin) to participate in activities that benefit medical students, residents and/or faculty. These may include but are not limited to:
  - a. Lecture presentations.
  - b. Grand rounds.
  - c. Clinical demonstrations.
2. **Covered Expenses.** Reimbursement for expenses related to this program are:
  - a. Mileage reimbursement between campuses.
  - b. Overnight accommodations (if applicable).
  - c. Meals (as permitted by HSC policy).
3. **Procedures.**
  - a. Faculty wanting to travel to one of the other campuses should contact the Associate Dean for Faculty Affairs and Development for guidance on the following:
    - 1) areas of expertise (subjects, topics, etc.)
    - 2) type of forum (lecture, grand round, clinical demonstration, etc.)
    - 3) audience to be addressed
  - b. The host campus/department will request the faculty member (any rank) at another campus to visit. The request will be made to both the visiting professor and his/her department chair.
  - c. Once approved, the host campus/department will be responsible for developing an itinerary for the visiting professor that outlines necessary schedules, notifications, hotel reservations, dinner arrangements, etc.
  - d. The host campus/department will notify the School of Medicine Office of the Associate Dean for Faculty Affairs and Development in writing with information regarding the visiting professor arrangement, including the itinerary information described in the previous item.

- e. Following the trip, the visiting professor's home department will process the travel expenses associated with the visit and submit them through the TTUHSC travel system.
- f. The Office of Faculty Affairs and Development will track and report the success of the program.