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 will be reviewed on April 1 each odd-numbered with recommendations for revision forwarded to the Dean by April 30.

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).
   d. Dinner for the visiting professor and local campus faculty (if applicable).

3. **Procedures.**
   a. The host campus/department will request a professor (any rank) at another campus to visit and present a lecture, series of lectures, grand round, clinical demonstration, etc. The request will be made to both the visiting professor and his/her department chair.
   b. 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.
   c. The host campus/department will notify the School of Medicine Office of the Dean in writing with information regarding the visiting professor arrangement, including the itinerary information described in the previous item.
d. Following the trip, the visiting professor’s home department will process a budget transfer for the costs associated with the visit and forward it to the Office of the Dean.

e. The Office of the Dean will track and report the success of the program.