

## **OTHER FACULTY BENEFITS**

### **PROFESSIONAL LIABILITY INSURANCE**

Liability insurance coverage is provided through the college's self-insurance program for full-time faculty assigned to clinical activities. Most full-time clinical faculty will see patients in clinical settings in order to: (a) teach and supervise students in the acquisition of clinical skills; and (b) enable the clinical faculty to maintain clinical skills in their respective specialties. Liability insurance will cover only those clinical activities approved by the College of Medicine and contained in the faculty member's Assignment of Responsibility (AOR). Clinical activity will be conducted in accordance with Florida Medical Practice Plan's "Policy on Faculty Practice Plan Activities and Professional Fees."

Residency Faculty are under a separate agreement for professional liability coverage and other benefits.

Pursuant to Florida law, a faculty member is protected by the state's partial waiver of sovereign immunity for the teaching and student supervision activities and assigned clinical activities, which limits liability for damages to \$100,000 per person/\$200,000 per occurrence. The faculty member will not be personally liable in tort for any injury or damage resulting from an act or omission that is within the scope of the assignment, unless he/she acts in bad faith, or with malicious purpose, or in a manner exhibiting wanton and willful disregard of human rights, safety, or property. The exclusive remedy for damage or injury due to any such act or omission is an action against the Board of Trustees of The Florida State University.

Dissemination of certificates of insurance must be provided by the self-insurance administrator in Gainesville. All requests for proof of insurance should be directed to the FSU COM Director of Community Clinical Relations.

### **PROFESSIONAL LICENSE FEES**

Initial medical licensure fees for faculty joining the College of Medicine will be reimbursed once the application is approved for licensure. Faculty are personally responsible for payment of application fees.

The College of Medicine will assume the cost of licensure renewals and NICA fees for full-time physician faculty. In addition, the College will assume the cost of licensure renewal fees for other full-time faculty if licensure is essential for the faculty member's education and/or service assignment e.g. clinical psychologists.

Other professional license fees for full-time clinical faculty may be paid from available departmental distributions of the Florida Medical Practice Plan.

### **BOARD CERTIFICATION AND OTHER EXAMINATION FEES**

In most instances, the College of Medicine requires faculty physicians to be board certified. Non-state discretionary funds (if available) may be used at the discretion of the chair to pay board certification and other examination fees, including travel costs, etc. Examples of non-

state discretionary funds include departmental distributions from the Florida Medical Practice Plan or unrestricted departmental accounts with the FSU Foundation.

#### OTHER FEES RELATED TO CLINICAL PRACTICE

Payment for other fees not expressly discussed in this handbook will be approved or disapproved by the Dean on a case by case basis.

#### MEMBERSHIP AND SUBSCRIPTION ALLOWANCE

The College of Medicine will provide an allowance of up to \$2,000 annually for memberships and subscriptions to full-time faculty when such memberships are considered critical to the mission of the college. The college seeks to have 100% of its full-time faculty participate in local, state-wide, and national professional organizations that are key to the achievement of the college's mission. Membership in the Florida Medical Association will be funded for all physician faculty in order to be affiliated with the Professionals Resource Network for the benefit of our students.

Additional memberships may be funded from departmental discretionary dollars with Chair approval.

#### CONTINUING EDUCATION ALLOWANCE

An annual allowance of up to \$3,000 and 10 professional days will be made available to each full-time faculty member in order to fund continuing education activities (including self-study materials). This lump sum may be used to pay registration and travel costs to conferences which provide direct benefits to the College yet are outside assigned College of Medicine duties. Annual leave must be used once the allotted professional days have been depleted.

These allowances will be budgeted to departments annually for each full-time faculty member. Unused funds will not carry forward to subsequent years.

#### TRAVEL – COLLEGE OF MEDICINE RELATED ACTIVITIES

##### **General Travel Guidelines**

Regardless of funding source, **all travel must be approved in advance by the supervisor** i.e. Department Chair, Division Director or Dean and the budget manager. A standard College of Medicine Travel Request Form which indicates source of funds, purpose and benefit to the College must be submitted electronically and approved prior to making any travel arrangements. Approved travel will be reimbursed according to State of Florida, University and College of Medicine policies. Travel funds are not typically available for part-time faculty.

The following chart describes the various types of travel incurred by College of Medicine full-time faculty:

COM Directed Travel	Departmental Travel	Continuing (Medical) Education
<p><b>Official Business of the COM</b>  <b>Funds held in "central" account</b>  <b>Requires prior approval of Dean</b></p>	<p><b>Clinical Chairs to receive an annual allocation after projected travel is determined</b></p>	<p><b>Each faculty member receives up to \$3,000 and 10 days/annually</b>  <b>Must receive approval of Chair</b></p>
<p>Meetings as directed by the Dean or his designee</p>	<p>Examples include:            - Faculty Recruitment            - Travel directed by Chair including representation at specialty specific events            - Allocations will be built into departmental budgets for faculty with responsibilities requiring travel.</p>	<p>Examples include:            - Registration and travel costs for activities which provide benefits to the College yet are outside assigned duties e.g. specialty specific conferences            - Adequate coverage for COM responsibilities will be considered</p>
Research Related Travel	Regional Campus Travel	Other Travel
<p>Travel required for work on sponsored projects is considered part of COM duties and is not subject to 10 day limitation. Faculty funded from soft money will not receive a travel allowance, however, salary savings are available for travel if approved by the Chair.            Research travel is subject to Chair's approval and must not interfere with other COM duties and responsibilities.</p>	<p>Annual RMSC budgets will include allocations for the following travel:            - RMSC personnel to Graduation, Match Day,            and other travel as required by Dean            - Clerkship Directors/ 2 meetings per year plus other travel as may be required and approved.</p>	<p>- Non-COM Travel paid for by other entities must be approved by Chair after other COM duties and responsibilities are considered.            - Start-Up "packages" offer additional funds for travel but must be used within 3 years of hiring date. Travel on start-up funds must be approved by supervisor and must not interfere with other COM duties.</p>

**Specifically Assigned Travel / COM Directed Travel**

The annual “Assignment of Responsibility” (AOR) process may include directives to travel on behalf of the College of Medicine. Effective July 1, 2010, such travel will be funded from a central allocation and must be approved in advance by the Chair and Dean (or designee). Adequate personnel coverage for the College will be considered during the approval process. Typically, participation in conferences will be limited unless continuing education funds are used.

**The following types of travel will not be funded and may require the use of annual leave:**

- (1) **Part-Time Clinical Faculty** – Not funded except as stated above.
- (2) **Travel Paid by Other Entities** – Faculty and senior staff will occasionally travel on academic business for which the travel is paid by another entity. Examples would be presenting a keynote address, or serving on a board or grant review panel.
  - Faculty may have up to 10 days per year, with prior approval, to participate in academic activities and/or continuing professional education that is consistent with their duties and responsibilities.
  - Travel and expenses associated with such authorized absences are not funded by the College of Medicine. The time away must be approved by the Department Chair, Division Director, or Dean and must not be disruptive to teaching and administrative duties.
  - If the travel is not directly related to the faculty or staff’s position with the College of Medicine, annual leave time must be taken for the time away.

**TELEPHONE / CELL PHONE**

Expenditures for telephone use will be monitored throughout the college. Additional costs incurred for personal telephone usage shall be paid for by the faculty or staff member as required by University policy. Faculty and staff are encouraged to use electronic mail communications whenever possible in order to control these expenditures.

Cellular phones are provided only to faculty and staff whose duties require the individual to be away from the office on College of Medicine business for significant periods of time and/or whose responsibilities require that they be accessible to faculty, staff, and students at all times. Requests for cell phones require the approval of the Dean of the College of Medicine and should be submitted to the Dean through the Associate Dean of Finance and Administration. The Dean will review and reapprove cell phone usage each year as part of the budgeting process.

Purchase of annual telephone service packages and use of mobile phones will be governed by established university guidelines.

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