

Discipline Funds and Operating Budget Expenses Guideline

Approver:	Clinical Chairs Committee
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Definitions

Discipline Funds	Revenues provided to each clinical discipline derived from the clinical earnings of full-time clinical faculty.
Operational funds	Revenues provided to the Faculty of Medicine derived primarily from the annual provincial operating grant.

Overview

Funding for each discipline within the Faculty of Medicine (FoM) comes primarily from two sources - the FoM operating budget and the respective discipline fund. Operational funds pay for the day to day activities of each discipline, while discipline funds are used to augment expenditures and support the implementation of academic and research activities organized by the discipline.

Purpose

To provide Discipline Chairs, discipline members, and other administrative units within the FoM with a guide for the types of activities funded through the operating budget and discipline fund. It is important to note that activities listed in this guideline may also be authorized to be funded through other available FoM budgets/funds.

Guideline

1.0 General Principles - Discipline Funds

- 1.1. All charges to a Discipline Fund **must be pre-approved** by the respective Discipline Chair or Acting Chair and the Manager of Finance/Chief Operating Officer (COO).

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- 1.1.1. Pre-approval by the Acting Chair must be accompanied with the memo indicating such appointment and their authority for approving Discipline Fund expenses.
- 1.1.2. In circumstances where the Manager of Finance/COO is unavailable for approval, requests must be reviewed and approved by the Vice Dean of Medicine/Dean of Medicine/Acting Dean of Medicine.
- 1.1.3. Approval signatures from a designate (e.g. administrative staff) are not permitted unless prior approval has been obtained from the COO.
- 1.1.4. All necessary pre-approval documentation must be completed as per FoM policies and procedures. If pre-approval is not obtained, any expenses will be the responsibility of the faculty member.
- 1.2. All expenses by the Discipline Chair must be approved by the Vice Dean of Medicine/Dean of Medicine/Acting Dean of Medicine.
 - 1.2.1. Discipline Chairs are not permitted to approve their own expenses.
- 1.3. Discipline Funds cannot be used to fund salaries.
- 1.4. Funds from the Operating Budget cannot be transferred into a Discipline Fund.
- 1.5. Discipline Funds **will not** be permitted to go into a deficit.
 - 1.5.1. If there are insufficient funds available in the Discipline Fund, then a meeting will take place with the COO and/or the Dean of Medicine to discuss the reason for the insufficient funds and the plans for the Discipline to manage their budget.

2.0 Discipline Funds Expense Coverage

- 2.1. Discipline Activities
 - 2.1.1. Leadership Travel (faculty and staff positions other than the positions covered under the Operating Budget, at the discretion of the Discipline Chair and the COO and/or Vice Dean of Medicine).

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2.1.2. Other

2.1.2.1. Consulting fees as per the [Guidelines for the Engagement of External Consultants/Professional Services at Memorial University](#)

2.1.2.1.1. For information regarding contracts, please review the [Determination of Employee or Independent Contractor Status Policy](#) and the [Office of General Council](#) website. MUN contractor agreement templates cannot be modified.

2.1.2.2. Visiting speakers

2.1.2.3. Catering (Please review the [FoM Catering-Hosting Policy](#) and the [MUN Hosting Policy](#))

2.1.2.4. Under exceptional circumstances, undergraduate medical student and graduate student involvement in discipline activities (e.g. conference travel).

2.2. Faculty Activities (at the discretion of the Discipline Chair, in consultation with the Dean of Medicine, to ensure fairness and the equitable distribution of funds)

2.2.1. Retreat and faculty development activities

2.2.2. Continuing Professional Development in academic leadership, research, or medical education

2.2.3. Support of scholarly work

2.3. Resident Activities (at the discretion of the Discipline Chair)

2.3.1. Support of resident representation at national resident meetings

2.3.2. Support of scholarly work

2.3.3. Continuing Professional Development

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2.3.3.1. Suggested amount of \$1000 per year, per resident

2.3.4. Learning technologies, books, and journals

2.3.5. Research day

2.3.6. Resident retreat

2.3.7. Master's program in medical education, leadership.

3.0 Operating Budget Expense Coverage

3.1. Salaries

3.1.1. Academic salaries – Permanent (tenure track)

3.1.2. Academic salaries – Contractual

3.1.3. Academic salaries – Part-time stipendiary

3.1.4. Administrative salaries – Permanent

3.1.5. Administrative salaries – Contractual

3.2. Office

3.2.1. Computer leases

3.2.2. Office equipment

3.2.3. Office supplies

3.2.4. Software

3.2.5. Photocopying

3.2.6. Other printing

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- 3.2.7. Courier charges
- 3.2.8. Office equipment repair
- 3.2.9. Telephone and related communications
- 3.3. Departmental membership fees
- 3.4. Educational materials including educational courses mandated by the discipline
- 3.5. Consulting fees as per 2.1.2.1.
- 3.6. Advertising
- 3.7. Catering
- 3.8. Maintenance
 - 3.8.1. Housekeeping
 - 3.8.2. Heat and light
 - 3.8.3. Snow clearing
 - 3.8.4. Waste disposal
 - 3.8.5. Building maintenance
- 3.9. Core program and leadership travel

Previous Versions

There is at least one previous version of this policy. Contact the Policy Analyst to view earlier version(s):

Approval Date: September 19, 2011