TITLE:

Central Support for Publication Costs for Educator-Track Faculty Scholarship Policy

SUMMARY AND PURPOSE:

The School of Medicine recognizes peer-reviewed scholarship as a core component of academic advancement for educator-track faculty and affirms its commitment to supporting the dissemination of such work. This policy establishes a centrally administered mechanism to provide partial financial support for publication costs associated with eligible scholarly publications authored by educator-track faculty or education-focused publications authored by research-track faculty.

This support is intended to **complement**, not replace, alternate funding sources and to promote equitable access to publication resources for educator-track faculty across departments.

APPROVED BY:	Dean's Executive Council
APPROVAL DATE:	October 30, 2026
EFFECTIVE DATE:	October 30, 2026
APPLIES TO:	Educator-track faculty in the School of Medicine (0.2 FTE or above); research-track faculty are also covered when publishing education-focused scholarship.
RESPONSIBLE PARTY:	Office of Faculty Affairs and Engagement
RESPONSIBLE PARTY CONTACT:	Vice Dean for Faculty Affairs and Engagement
LAST REVIEWED:	N/A
SUPERSEDES:	N/A

POLICY STATEMENTS:

1. Educator-track faculty who hold an appointment of 0.5FTE or above at the rank of Instructor, Assistant Professor, Associate Professor, or Professor must be the first author, corresponding author, co-first author, or co-corresponding author on an accepted, peer-reviewed publication to be eligible for support under this policy. Faculty holding adjunct, visiting, or clinical appointments are not eligible. The Assistant Education Directors who hold a prefixed rank in the Clinical Sciences Department and work with CMS medical students as co-authors are also eligible.

2. Research-track faculty are eligible for support when publishing education-focused scholarship and meeting the authorship requirements in Statement 1.

3. Priority will be given to junior faculty and to faculty publishing with Chicago Medical School (CMS) students.

4. Eligible scholarly works are limited to peer-reviewed journal articles, educational research studies, systematic reviews or meta-analyses, and curricular innovation, assessment, or education-focused scholarship published in a recognized, peer-reviewed journal indexed in PubMed, Web of Science, or Scopus. Conference abstracts, book chapters, monographs, invited editorials, opinion pieces, and other non-peer-reviewed publications are not eligible.

5. Approved funds may be used only to offset Article Processing Charges (APCs), mandatory page charges, and mandatory color figure charges. Funds must not be used for optional open-access fees when a no-cost publication option is available, expedited or fast-track review fees, editorial, language, or formatting services, or reprints and promotional materials.

6. Support is limited to $2,500 per accepted publication and to one publication per faculty member per fiscal year. Requests exceeding this limit may be considered on a case-by-case basis with appropriate justification. Support is subject to availability of institutional funds and does not constitute an entitlement.

7. Applicants must obtain approval from their Discipline Chair prior to requesting support.

8. Publications receiving support under this policy must include an acknowledgment of institutional support (e.g., "Publication support was provided by Chicago Medical School.").

DEFINITIONS:

Educator-Track Faculty: Faculty appointed in an education-focused academic track at the School of Medicine, as distinguished from research-track, clinical, adjunct, or visiting appointments.

Research-Track Faculty: Faculty appointed in a research-focused academic track at the School of Medicine.

Corresponding Author: The author designated as the primary point of contact for a publication's editorial correspondence with the journal.

Article Processing Charge (APC): A fee charged by a publisher to make a peer-reviewed article openly and freely accessible upon publication.

Discipline Chair: The faculty member responsible for administrative oversight of an academic discipline or department within the School of Medicine.

Peer-Reviewed Publication: A scholarly work that has undergone formal evaluation by independent experts in the field prior to acceptance for publication.

PROCEDURES, FORMS, AND RESOURCES:

1. Following manuscript acceptance, the applicant obtains approval from their Discipline Chair.

2. The applicant submits a request to the Office of Faculty Affairs and Engagement, or its designee, on a rolling basis. The request must include: (a) documentation of manuscript acceptance; (b) the publisher's invoice or other documentation of required publication charges; and (c) confirmation of the applicant's authorship position.

3. The Office of Faculty Affairs and Engagement conducts an administrative review to verify eligibility and compliance with this policy. Acceptance by a recognized, peer-reviewed journal is considered sufficient evidence of scholarly merit, and no additional peer review is conducted.

4. The applicant is notified of the funding decision, typically within two weeks of submission of a complete request.

5. Approved funds are disbursed in accordance with institutional financial policies and may be paid directly to the publisher or processed through departmental accounts, as appropriate.

6. The Office of Faculty Affairs and Engagement monitors utilization of the program, including the number and types of publications supported, to inform ongoing assessment and future resource planning.

HISTORY (IF APPLICABLE):

N/A