

TITLE:

CMS Senior Administrative Staff Professional Development Program

SUMMARY AND PURPOSE:

The purpose of this policy is to ensure a commitment from Chicago Medical School (CMS) senior administrative staff if they receive significant financial support from CMS for professional development opportunities meant to increase their skills and enhance their contributions to the organization.

APPROVED BY: CMS Dean's Cabinet

APPROVAL DATE: June 6, 2022

EFFECTIVE DATE: June 6, 2022

APPLIES TO: CMS Senior Administrative Staff

RESPONSIBLE PARTY: CMS Office of the Dean

RESPONSIBLE PARTY CONTACT: CMS Director of Business Operations

LAST REVIEWED: New Policy

SUPERSEDES: N/A

POLICY STATEMENTS:

CMS Senior Administrative Staff members classified as a 0.5 full-time equivalent (FTE) employee or higher may seek courses or other training mediums that will enhance their career development and are in line with the organization's mission. Those programs with a tuition rate of \$5,000 (five thousand dollars) or more that are funded by the CMS operations budget require a commitment of continued employment with Rosalind Franklin University (RFU) or repayment to RFU of the tuition.

Employees accepting the terms of this policy will be required to sign an agreement regarding the following repayment terms:

If approved and Rosalind Franklin University (RFU) agrees to pay the expenses requested in the application outlined above. You agree to the following:

If you are unable to complete this program due to what RFU considers extenuating circumstances (such as your illness or the illness of a family member) and you receive a tuition or materials refund, you agree to provide the full refund to RFU within thirty (30) days of receipt.

If you voluntarily terminate employment with RFU prior to completing the program, you will refund the entire amount of the expenses provided by RFU.

If you voluntarily terminate employment with RFU after completion of the program and prior to completing twelve (12) additional and consecutive months of active employment, you will refund RFU the entire amount of the educational expenses.

If any action is brought to enforce any provision of this agreement by RFU, you agree to pay all costs associated with the action as well as any costs of litigation, including all reasonable attorney fees.

DEFINITIONS:

N/A

PROCEDURES, FORMS, AND RESOURCES:

Employees must request permission from their immediate supervisor and the CMS Dean for review and approval to attend and to receive financial support for a desired training and/or resource at least 30 days prior to the start of the program. The request must include an applicable course of study, purpose, job relevance, cost, dates, times of coursework, and the name of the institution or source of training. To request approval, senior administrative staff members must complete the [CMS Senior Administrative Staff Professional Development Program Application](#). Applications will be reviewed on a first-come-first-serve basis by the immediate supervisor and the CMS Dean. Determinations will be made based on the relevance to this policy and the availability of funding. Applicants will be notified of decisions within two weeks of submission. CMS will make payment directly to the institution or source of training.

Rosalind Franklin University travel and education policies apply:

[Travel and Entertainment Policy](#)

[Staff External Training Reimbursement Policy](#)

[Staff Tuition Reimbursement](#)

HISTORY (IF APPLICABLE):

N/A