# UMKC School of Medicine Policy and Guidelines for Faculty Tuition Waiver

The UMKC School of Medicine is committed to providing educational support to its faculty by allowing selected members to take **one formal graduate course** that will advance their development as faculty at no cost.  The School of Medicine now has two academic programs that offer graduate courses that may be of interest to SOM faculty.  These courses are in the areas of Clinical Research (Department of Biomedical and Health Informatics) and Learning and Teaching (Graduate Certificate in Health Professions Education – Curriculum and Evaluation, a partnership between the Schools of Education and Medicine).  These programs are competitive and up to 5 faculty members will be selected to participate each semester.

In order for faculty to be considered for this competitive program, the following must be submitted simultaneously to the program director in which the course is listed (either the Chair of Biomedical and Health Informatics or Director of the Graduate Certificate in Health Professions Education Curriculum and Evaluation) and the SOM Assistant Dean for Faculty Development

1) A completed ***SOM Tuition Waiver Application Form*** no later than 8 weeks prior to the first day of the semester in which the course is offered.  A committee will review the applications and select up to 5 faculty members to participate in this program.  As part of the application, faculty will include a personal statement briefly outlining (in 200 words or less) how the course will advance their knowledge and/or skills and how the experience gained in the course will help the mission of the SOM.  Selection will be based on the faculty member's personal statement, as well availability of space in the selected class.  In addition, interested faculty must obtain their program director and or supervisor's support letter as outlined below.

2) Obtain (and submit with the application) a recommendation letter  from  your program director or departmental supervisor that outlines their support for you taking the course with respect to:

   a. how the course will benefit your professional development and the respective program, and :

   b. a statement that the course director understands that taking the course will require you to be released from your duties to attend the respective class up to 3 hours per week.

3) Once the faculty has been selected to enroll for the course, they must complete and submit (on-line) the Visiting and Community Scholar Application through the Office of Admissions.  (Available at: http://www.umkc.edu/admissions/docs/visit-app.pdf)

   [Note: There are no fees nor need for transcripts associated with this step.  Faculty must be admitted in order to have access to BlackBoard for the relevant class.]

4) Once the faculty member has been selected for the program, they will meet individually with the Program Coordinator to complete formal procedures to be enrolled in the class.