University of Alabama at Birmingham
Heersink School of Medicine – Dept of Pathology
Fiscal Year 2027 - Professional Development Fund Policy
Effective: October 1st, 2026 - September 30th, 2027

Faculty in the Department of Pathology are provided with an annual allotment of funds annually titled Professional Development Funds (PDF). Use of these funds is at the faculty member's discretion for items such as travel, books, subscriptions, memberships, etc.

Annual PDF amount is determined by faculty rank:

Professor	$ 4,500
Associate Professor	$ 4,000
Assistant Professor	$ 3,500
Instructor	$ 3,000

Additional PDF amount is determined by faculty position held:

Chair	$ 3,500
Vice Chair	$ 3,500
Division Director	$ 3,500
Theme Directors	$ 2,000
Course Directors	$ 500
Co-Course Directors	$ 250
CLIA Certified	$ 1,000

PDF Award Date: Professional Development Funds are awarded October 1st of each Fiscal Year. For faculty hired after October 1st, annual amounts are prorated accordingly.

Carry-Forward Guidelines: Faculty are no longer allowed to carry forward their remaining balance. Account deficits are carried forward and pulled from the available funds in the following year's. PDF funds are non-transferable and cannot be used by other faculty, resident, fellow, or staff.

PDF Deficits and Start Up Funds (SUF): If a PDF account goes into deficit and Start Up Funds (SUF) are available, the deficit will be moved to the SUF Account.

Tangible Item Purchases: Tangible items purchased with PDF funds, including books, computers, tablets, and similar items, are considered property of the UAB Department of Pathology and must be returned to the department upon termination.

Technology Purchases: Please note that all technology purchases (computers, keyboard, camera, mouse, software, etc.) must go through Pathology Information Systems. Please contact PathIS with any questions.

Timely Submission of Expenses: Per IRS Guidelines, all expenses should be submitted within 60 days of purchase.

UAB Employee Travel Reimbursement Guide Location: This guide provides a comprehensive overview of required policies and procedures that must be followed to request and receive reimbursement for an employee traveling on behalf of UAB. https://www.uab.edu/financialaffairs/images/documents/traveling/UAB_Employee_Travel_Reimbursement_Guide.pdf.

Expense Allowability: FAQS at https://www.uab.edu/financialaffairs/traveling/allowability

Travel Time Cap: There is a maximum of five (5) weeks of academic travel per year (including meeting time). A maximum of two (2) of the five (5) weeks can be covered by departmental academic funds (endowments, Start Up Funds, Personal Development Funds).

Travel Dollar Cap: Maximum of twelve thousand per year ($12,000.00/year) for cost of travel allowed. Please use extramural grant funds before institutional funds, when appropriate.

Travel Authorization: UAB Faculty Travel requires the signature of the UAB Pathology Division Director and Executive Administrator on the Travel Pre-Approval Form. Academic travel beyond 2 weeks needs to be approved by Chair.

Monthly Statements: Faculty will receive a monthly statement of their PDF account via email reflecting items purchased/reimbursed as well as the remaining balance. For questions regarding your PDF, please call the Department of Pathology Administration at 975-0045.

Updates to PDF Policy: Should this policy be updated, written notice will be sent via email no less than thirty (30) days before any new policy becomes effective.

Cristina Magi-Galluzzi
Cristina Magi-Galluzzi (Nov 11, 2026 07:37:46 CST)

11/11/2026

Cristina Magi-Galluzzi, M.D., Ph.D., FCAP
Professor and Chair – Dept. of Pathology
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Date

Amie Stephens
Amie Stephens (Nov 11, 2026 08:07:32 CST)

11/11/2026

Amie Stephens, MBA
Executive Administrator – Dept. of Pathology
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Date