



# Family Medicine Scholarship Fund (FMSF)

## Terms of Reference (TOR)

### Tuition Support for Educational Advancement

**Purpose:** To support faculty interested in the pursuit of higher learning education, which is contingent on a return of investment for the Department of Family Medicine (DFM) and determined by the Department of Teaching and Promotion Committee (DTPC).

**Recommendation:** Tuition support for educational advancement continues as part of the Family Medicine Scholarship Fund until 2028.

#### Terms of Reference

- Requests for tuition support will be made to the Faculty Affairs team on a quarterly basis.
- Requests must clearly demonstrate, in writing, the return on investment for the DFM and a statement as to how the program or course(s) is linked to the faculty member's career goals, in alignment with the Department's strategic priorities. Upon successful completion of the educational program, the faculty member will be required to present a written summary or oral presentation.
- Faculty members may be funded up to \$10,000 annually for a maximum of 2 years, or for a total maximum contribution of \$20,000 if the program is spread over a longer period of time.
- Proof of the successful completion of the program in the form of a certificate or letter, along with the receipt from the applicable educational institution is required by Finance prior to releasing the funds.
- Eligible applicants must be at the rank of Assistant Professor or higher.

**Please note:** *Independent expectations on the return of investment will be determined in consultation with the Chair of the Department and members of the DTPC.*