



## College of Podiatric Medicine

### Faculty Handbook

Policies and Procedures for Faculty in the College of Podiatric Medicine

February 23, 2021

Approved Melody Dankersley  
Melody Dankersley, Senior Vice President and Provost  
Kent State University

Date 2/23/2021

## APPENDIX 2

### Additional Faculty Benefits

The following are additional faculty benefits:

**1. Professional Development**

CPM will budget annually for each full-time faculty member to cover expenses incurred for attending conferences. This includes conference registration fee, travel, lodging, and per diem.

**2. DEA Licenses**

CPM will provide budgetary funding to pay the tri-annual stipend for the Federal DEA license for each full-time clinical faculty member. CPM acknowledges that this license is necessary to function appropriately in the CFAC clinics.

**3. Professional Licensure**

CPM will provide budgetary funding for the periodic renewal of the clinical faculty member's State of Ohio medical licensure.

**4. Society Membership**

CPM will provide budgetary funding for the payment of one (1) professional society membership per year per full-time faculty member.

**5. Hospital Staff Dues**

CPM will provide budgetary funding for the payment of hospital staff dues for each full-time clinical faculty member at a maximum of three (3) hospitals where student education by CPM is facilitated by the faculty member.

**6. Certifying Board Dues**

CPM will provide budgetary funding for the payment of a full-time faculty member's yearly dues and maintenance of certification for a minimum of one (1) of their respective certification/qualification boards.

**7. APMA, OHFAMA, Local Academy**

CPM will provide budgetary funding for the payment of each full-time clinical faculty member's yearly dues for membership in the APMA, OHFAMA, and his/her local academy.

## KENT STATE UNIVERSITY

### POLICY EXCEPTION PRE-APPROVAL

#### Business Meals and Hospitality Expenses (Policy 3342-7-02.5)

Requester's Name:	Requester's Phone Number:	
Rita Di Loretto	216.916.7512	
Department Name:		
CPM Faculty & CPAC Faculty		
Anticipated Date and Location of Event or Expenditure:		
Anticipated Total Cost of Event or Expenditure (for University Event Tickets Also Specify Number of Tickets):		
<b>Description of Event or Expenditure:</b> PER CPM Handbook Addendum #1 Additional Faculty Benefits, If budget permits Continuing Medical Education allowance \$3,000 annual each full time faculty. Includes conference registration fee, travel, lodging, and per diem./DEA Licenses/Professional Licensure/Society Membership/Hospital Staff Dues/Certifying Board Dues/APMA, CPMA, NEOAPM Anticipated Attendees and KSU Affiliation (including number of employees):		
See PM Faculty List Attached as of 3/2021		
Description of Policy Exception Requested:		
<b>As per CPM Handbook Addendum #1 Regarding Dues/Continuing Medical Education/Licenses/Hospital Staff Dues Business Purpose:</b>		
Per CPM Faculty Addendum#1 the items listed in the "Description of Event for Expenditure" are required for Faculty to Practice Podiatric Medicine & to Continue Teaching in their profession.		
Requester's Signature:	Print Name:	Date:
<i>Rita Di Loretto</i>	RITA Di Loretto	3/16/2021
Approver Attest Statement:		
<i>I certify that I have reviewed this request for an exception to the policy for business meals and hospitality expenses or for purchase of admission tickets using university funds and I am in agreement that an appropriate business purpose exists sufficient to warrant granting this request.</i>		
Department Head Approval Signature	Print Name	Date
<i>Amber</i>	<i>Allan M. Boike</i>	<i>3/19/2021</i>
Dean Approval Signature	Print Name	Date
Executive Officer Approval Signature	Print Name	Date

**Note:** This completed and approved form should be retained by the requester along with the documentation of the associated expense. If a check request is submitted for direct vendor payment, a copy of this form must be submitted along with check request for payment of the expenditure being approved as per Policy 3342-7-02.5.

# CPM FACULTY FOR ADDENDUM (DUES & LICENSES)

## As of January 28, 2026

Belovich	Stephanie
Blazer	Marie
Boike	Allan
Butler	Nicholas
Caldwell	Bryan
Cole	Windy
Connors	James
Dalman	Mark
Donovan	Jacqueline
Farkopf	Ian
Haely	Karen
Hall	Tyler
Hardy	Mark
Hwang	John
Janah	Istrat
Johnson	Rachel
Kawalec	Jill
Mooney	Mary
Moore	Joshua
Osbourne	Abe
Osher	Larry
Osting	Ralph
Peerless	Joel
Petrozzi	Rocco
Robinson	Edweana
Salameh	Ahlam
Spencer	Scott