

## **Academic Travel for Full-Time Faculty** *Effective July 1, 2009*

According to the collective Bargaining Agreement (Article 19), the University provides annually, and in addition to the Faculty Development Endowed Fund (Appendix B, Section B.6 of the Agreement), an amount of money equal to \$800 per Faculty Member to be used for Professional Development of Faculty Members.

These funds are intended for travel to professional meetings to make presentations. For faculty who do not make a presentation, the application for academic travel must be approved by the Provost after consultation with the applicant's Department Chair and/or Dean, and applications will be approved only in funds are available.

The policies herein outlined are related only to academic travel. Other professional development funding requests (e.g., for workshop or seminar attendance) should be made according to the policies related to the Endowed Fund.

Applications for academic travel funds must include a completed travel funding request form signed by the applicant, the department Chair, and the Dean/Associate Dean before being submitted to the Provost. Preference will be given to applicants who request travel funds three months prior to the date of travel.

Half of the available travel funds will be reserved for travel during the fall semester, and half reserved for travel during spring and summer semesters. If fall semester reserved funds are not expended, they will be made available for spring and summer academic travel. Once budgeted funds are depleted, requests will be considered based on available alternative funding and on the priorities identified in this policy.

Funding for the first trip during an academic year will be disbursed according to the following guidelines:

1. For travel to conferences to make presentations a faculty member may receive up to \$800 of authorized and justified expenses.
2. For travel to conferences to participate as a discussion panelist or to attend an organizational or business meeting as an officer of that organization, a faculty member may receive up to \$700.
3. For travel to attend, but not present at academic conferences, a faculty member may receive up to **\$500**, contingent upon available funds and approval of the dean.
4. If the travel is to a country outside North America, a faculty member may receive up to an additional **\$500** of authorized and justified expenses, contingent upon available funds.

Faculty members requesting travel support for a second trip during an academic year are eligible to receive funding only if allocated funds are available.