

Policies and Procedures for Travel Funding

All decisions concerning travel funding will be made by the department chair. If a tenure-track member of the faculty is participating in the conference in some way, i.e., presenting research, chairing a paper session, participating in a workshop, etc., then funding will be guaranteed for at least the “fair-share” amount, i.e., total departmental travel budget divided by the number of tenure-track faculty. (The amount used for total budget will be the amount allotted for the fiscal year in which the travel is to take place.) Instructors may also receive funding for travel, but are not guaranteed any amount. The deadline for submitting requests for funding of travel will be February 25 of the fiscal year in which the travel is to take place. Decisions on the total amount of funding for requests received by this deadline will be made at that time. Any funds remaining will be used to fund travel requests made after the deadline for travel in the current fiscal year. Decisions regarding such requests will be made at the time the request is submitted.

Criteria affecting level of funding for particular request include (but are not limited to) (i) amount requested, (ii) funds available in the current year’s travel budget, (iii) total of all requests for travel in the current year, (iv) prestige/importance of conference, (v) level of participation of the faculty member, (vi) the faculty member’s need for conference participation in fulfilling requirements for tenure, promotion, or other forms of evaluation.