



## Additional Travel Guidance for Faculty

Dear Faculty,

On Friday afternoon, President Satterlee [sent updated guidance](#) to campus about our COVID-19 operations. As a point of clarification, I would like to share additional information regarding official faculty travel.

### TRAVEL BETWEEN CAMPUSES

- For those traveling between Idaho State campuses for instructional purposes, no vice president approval is needed (this includes meeting with graduate students and travel for graduate students who are serving as the instructor of record).
- For those traveling between Idaho State campuses for other (essential) non-instructional purposes, vice president approval is needed.
- All non-essential travel is prohibited.

### SEARCH CANDIDATE TRAVEL TO IDAHO STATE

- Vice president approval is now needed for all candidate travel, even if it is currently scheduled. Additionally, only the finalist will be invited to campus unless extenuating circumstances require the committee to request approval from the vice president to invite more than one candidate.

As needed, we will continue to update the entire campus community about future changes to our operational levels and corresponding plans. The University's [Roaring Back website](#) has been updated to clarify this travel information. Thank you for your patience and understanding as we work together to serve our students and address the COVID-19 pandemic.

—Laura

Laura Woodworth-Ney  
Executive Vice President and Provost

This email was sent to Idaho State University faculty.  
Send comments, feedback, and questions to [communications@isu.edu](mailto:communications@isu.edu).