

Travel Funding Policy

All members of the department are encouraged to take part in academic conferences and other travel related to their scholarly fields.

Procedures

There will be a call for travel requests early in the fall semester. If there is a call for travel proposals from the College of Arts and Letters (CAL), all those submitting travel requests to the Department should also apply to CAL. All faculty members are encouraged to submit travel requests for all conferences they expect to attend; if a paper is not accepted or a conference is cancelled, a second-choice conference may be substituted at the discretion of the Chair in consultation with the Policy and Personnel Committee (P&P). Furthermore, if a faculty member has requested funding from a source other than the Department and CAL, this should be indicated in their request. P&P strongly encourages faculty members to seek funding for travel outside the Department and CAL, as funding is limited.

Decisions for funding faculty trips will be made by P&P at an early fall semester meeting.

Funding Level

The maximum amount of funding that can be received from the Department for a single trip is 10% of the travel budget per year. (See the redistribution clause, below, for exceptions.)

Redistribution clause: If there is a surplus of funding available after all first trips have been funded, the remaining funds will be divided evenly among faculty members whose funding was inadequate to cover their first trip travel costs. Additionally, if a faculty member received funding for a trip that they ultimately did not attend, their funding will be returned to the Department travel budget and redistributed in the same manner.

The Policy and Personnel Committee can decide in a given year to reduce the cap still further in order to cover as many travelers as possible, but the Committee will endeavor to provide at least \$500 for each trip that has costs reaching or exceeding this amount.

Essential administrative travel may be funded 100% at the discretion of the Department Chair, in consultation with the Policy and Personnel Committee. This includes faculty members traveling to other sites to observe externships.

Funding Priorities

Because of limited travel budgets, funds will be awarded to tenure-track faculty members according to the following priorities:

- First priority is travel to an internationally, nationally, or regionally recognized academic conference at which the faculty member is presenting.

- If the budget is not adequate to meet all first priority needs, then requests will be prioritized according to the following:
 - Faculty coming up for tenure
 - Faculty who applied the previous year and received no funding
 - Faculty who have additional functions to fulfill at conferences at which they will be presenting
- Second priority: After travel for all those presenting at internationally, nationally, or regionally recognized academic conferences has been funded to the 10% limit, proposals will be considered for travel to internationally, nationally, or regionally recognized academic conferences at which the faculty member is not presenting but is serving in an official capacity, serving as a panelist, serving as chair and organizer of a session, or serving in a similar capacity.
- Requests for second trips will be considered for funding after all first trips are covered.
- Requests that do not fit into any of the above categories will be considered on a case-by-case basis after other travel money has been allocated.

Approved: Sept. 10, 2018