

ALLOCATION OF TRAVEL SUPPORT FOR PROFESSIONAL MEETINGS

(as reviewed Spring 2000; Summer 2003)

Assumptions

It is reasonable to assume there will be more requests for travel support to professional meetings than funds available for this purpose. As a result, it is important that priorities be articulated and used in making decisions concerning allocation of travel support. In addition, faculty should make every effort to find travel funds through external funding sources. The priorities for supporting faculty travel may change over time and should be reviewed on an annual basis. Although travel for purposes other than professional meetings is important for the welfare of the College (for example, recruitment activities), it is assumed that other forms of funding must be sought for these activities.

Procedures

1. As soon as possible after July 1 each year, the Department Chair will solicit requests for travel support from the College faculty.
2. Travel support requests must be made in writing to the Department Chair. Each request should include a description of the professional activity (for example, presentation, workshop, poster, etc.) and an itemized budget. Faculty will be asked to anticipate their travel support needs for the entire fiscal year (through June).
3. The Department Chair will act on each faculty request using the priorities outlined below.

Priorities

Every possible effort will be made to provide travel support to untenured faculty making presentations at national and international conferences. All other faculty travel will be considered a lower priority for receiving travel support. Specific priorities for allocation of travel support include the following:

1. Untenured faculty will be given priority over tenured faculty.
2. Travel to make professional presentations will be given priority over poster sessions; posters will be given priority over simply attending a meeting.
3. Travel to national and international conferences will be given priority over travel to regional conferences; regional conferences will be given priority over local conferences.