

## CBE Travel Funding Policy 2009–10

Every year the college aspires to dedicate an appropriate portion of its operating funds to augment departmental support of faculty travel. Eligible faculty members may use this money in support of travel expenses directly related to academic development, teaching, research, or creative work, scheduled for any time during the calendar year. The college will distribute available funding to deserving faculty on the recommendation of the CBE College Council, which will review all applications for support. The council will review each request guided by the principles and priorities outlined below, then forward their recommendations to the dean for final approval.

In view of increasing restricted funds, the college will consider recommendations from the council based on the following principals and priorities:

The college will consider full funding for tenure-track faculty members seeking to attend national conferences to deliver peer reviewed papers, or equivalent; and for untenured tenure-track and tenured faculty appointed to the editorial boards of national academic journals that require unit support as a condition of appointment (e.g. *Journal of Architectural Education*; *Journal of the Society of Architectural Historians*, etc.).

The college will consider half funding for tenured faculty seeking to attend national conferences to deliver peer reviewed papers, and for untenured tenure-track faculty members attending national conferences to participate in panels, poster sessions, exhibitions, and related peer-reviewed or juried activities.

The college will consider partial funding for tenured faculty and non-tenure-track, part-time, and affiliate faculty seeking to attend national conferences to participate in panels, poster sessions, exhibitions, and related peer-reviewed or juried activities; and for travel to conferences, symposia, meetings, and related activities for purposes professional or academic development, research, and design inquiry.

The college will consider all other college council recommendations on a case-by-case basis.

National conferences take precedence over regional conferences; peer-reviewed papers take precedence over all other kinds of academic activity; academic conferences take precedence over travel to support individual and independent projects.

All applicants must exhibit and document reasonable effort to match or supplement funds with departmental support or alternate sources.

The college will give priority to faculty members who have procured travel support from CBE departments and university programs; and from grants, contracts, and other external sources. The college will supply only partial support for travel to destinations outside the 48 contiguous states and Alaska.

### PROCEDURE

Faculty seeking travel funds from the College are to complete the attached cover sheet and prepare a one page summary outlining the purpose of travel and its significance to the applicant's teaching, research, and/or creative work. If applicable, please include notation about your role in conference or event (paper acceptance, program involvement, etc).

Applications must be received by the third Friday of the quarter, in which travel is planned or for travel planned in future quarters. Faculty can submit a maximum of two travel requests per year.

Please submit full application including coversheet and one page summary in hard copy to the mailbox of Nancy Tate, Assistant to the Dean, Gould 224.

#### NOTIFICATION PROCESS

You will be notified of the status of your travel funding via email from the Dean's Office. Full or partial funding are potential outcomes of this request.

CBE TRAVEL FUNDING – APPLICATION COVERSHEET

Applications must be received by the third Friday of the quarter, in which travel is planned or for travel planned in future quarters. Faculty can submit a maximum of two travel requests per year. Please submit full application including coversheet and one page summary in hard copy to the mailbox of Nancy Tate, Assistant to the Dean, Gould 224.

Date: \_\_\_\_\_

Name and Rank: \_\_\_\_\_

Department: \_\_\_\_\_

Travel for (specific name of conference, meeting, etc):  
\_\_\_\_\_

Travel dates (quarter and specific dates):  
\_\_\_\_\_

Travel location(s):  
\_\_\_\_\_

Funding request:

|                                       | Funding Request |
|---------------------------------------|-----------------|
| Airfare                               |                 |
| Conference Registration               |                 |
| Lodging                               |                 |
| Per diem (meals)                      |                 |
| Miscellaneous (please describe below) |                 |
|                                       |                 |
|                                       |                 |
|                                       |                 |
|                                       |                 |
| Total Request                         |                 |

*Please note: Submission of this application presupposes departmental approval for this travel request. Completing this application paperwork does not substitute for the future completion of required travel reimbursement paperwork. If approved, final receipts and reimbursements must be submitted to Meegan Amen, Gould 224, per standard travel reimbursement protocols.*

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|---------------------------------------|
| For internal use only                 |
| College Council Recommendation:       |
| CBE Travel Funding - Approved Amount: |