Allocation of professional development travel funds will be out of the Faculty Professional Development budget and dispersed at the discretion of the Faculty Professional Development Committee. Departmental funds cannot be used for faculty professional development.

Priority 1. Peer-reviewed Paper Presentation with full proceedings publication:

Up to 90% of actual expenses and not to exceed $1,750 per trip will be reimbursed.

Documentation necessary:
1) An acceptance letter from a program committee or track chair
2) A copy of the program showing the individual’s name and title of paper or presentation
3) The published proceedings
4) Reimbursement of expenses will be only be approved after faculty member has entered his/her presentation into Sedona

Priority 2. Presentation with Peer-reviewed Abstract:

Up to 90% of actual expenses and not to exceed $1,750 per trip will be reimbursed.

Documentation necessary:
1) An acceptance letter from a program committee or track chair
2) A copy of the program showing the individual’s name and title of paper or presentation
3) The published proceedings
4) Reimbursement of expenses will be only be approved after faculty member has entered his/her presentation into Sedona
NUMBER OF TRIPS PAID

A maximum of two (2) trips per academic year will be funded per faculty member based on the funds available, the purpose of the travel, and the number of faculty applying for travel funding. Even if funds remain, the second trip is at the discretion of the Dean.

SUBMISSION/PUBLICATION FEES

Journal or paper submission/publication fees will be funded by the Dean’s Office up to a maximum of $100 per academic year per faculty member.

ALLOCATION OF TRAVEL FUNDS FOR TEMPORARY FACULTY

Allocation of travel funds for temporary faculty will be out of Dean’s budget. Temporary faculty will only be reimbursed for travel related to maintaining PQ status (see COB Policy 3240).