August 2011

MEMORANDUM

TO: The Hood College Faculty

FROM: Kate Conway-Turner

IN RE: Faculty Conference and Travel Funds for 2011-2012

I am sending you information prepared by the Faculty Development Committee relating to the application for and award of funds to support faculty attendance at conferences and other travel, together with a request form.

The Faculty Development Committee has established four deadlines for the receipt of proposals for Faculty Conference and Travel Funds. **All proposals and supporting documents must be submitted electronically as one document.** Please submit requests by the following dates:

<table>
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<th>Conference/Travel Dates</th>
<th>Deadline</th>
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<td>December 1, 2011 - February 29, 2012</td>
<td>November 28, 2011</td>
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<td>June 1, 2012 - August 31, 2012</td>
<td>April 9, 2012</td>
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Listed below are the current guidelines for funding:

A. The Committee will consider requests for funds only for the given period during each request-processing meeting.

B. The Faculty Development Committee will plan on allocating roughly 25% of the year's budgeted funds for each period listed above.

C. Applicants may apply for funds that might be available after the April deadline for previously attended conferences.

D. The Committee evaluates requests according to the following criteria:

1. The Committee will consider the total funds received by the faculty member for the current and previous year.

2. Proposals to present **original work for the first time** will continue to be evaluated under the following criteria:

   - This paper should represent a research effort or creative thinking on the part of the faculty member. Presentation of this information for the first time qualifies for 100% support; subsequent presentations of the work or variations of the same material will not be considered for this fund;
   - **Original work** must follow the accepted scholarly methods in the field. Reviews of prior work and publications do not constitute original work.

   **No proposal will be considered in this category without an abstract. Upon return from the conference, the faculty member must forward a copy of the paper to the Committee. Faculty members who fail to submit papers will not be funded in the future.**
3. If the proposal does not qualify for full funding, a faculty member may submit for the Committee's consideration materials supporting an award greater than 60%. The following activities are examples of what constitutes requests for greater than base-level funding:

- Presenting at conferences work which is not original and which may not be presented for the first time. This presentation may relate to higher education issues as well as to the faculty member's discipline;
- Serving as a panel member, organizer, workshop leader, officer, or session originator or discussant associated with a conference, workshop, or meeting;
- Participating in activities that support retraining in your discipline as identified by the department or by the College;
- Attending a conference or meeting at which a student is presenting work on which you have collaborated. (Please explain the nature of your participation in that work.)
- These activities may be funded in amounts ranging from 60% to 100%.

4. Requests that do not qualify for full funding or greater than base level awards will be eligible for support at 60% of the cost up to $500 and 50% of any remaining expenses. The type of activities eligible for base-level funding include:

- Attending a course or engaging in a workshop offered by a professional society, college, university, or corporate training program for professional development;
- Attending a conference, workshop, or meeting;
- Participating in an activity clearly beneficial to the college and to the professional development of the individual.

5. FTE faculty are eligible for funding at the same percentages as full-time faculty.

6. The Committee reserves the right to establish additional guidelines as necessary if fundable requests exceed funds available.

E. Full-time faculty members may be awarded no more than $1000 a year. The limit for part-time faculty will be based upon the individual faculty member's current FTE equivalent, i.e., a 0.5 FTE faculty member may be awarded no more than $500 a year. The year will cover activities occurring between September 1, 2011 and August 31, 2012.

F. The percentages listed above apply to reimbursement for travel, lodging (up to $150/day), registration, and food (up to $45/day). The applicant is expected to find the most economical rate for travel and lodging before completing the request form.

G. In no instance will reimbursement exceed the amount approved by the dean upon recommendation by the Faculty Development Committee, based on the percentage applied to the total dollar amount on the application form.

H. Conference, travel, and research funds for summer activities will be awarded only to faculty whose appointments at Hood will continue through the coming fall semester.

KCT/Ifd
FACULTY CONFERENCE AND TRAVEL FUND REQUEST FORM- 2011-2012

Name________________________________________ Date__________________________

Department_________________________ Ext.____________ F/T_______ P/T_______

Name of Conference or Development Activity (Include the name of the sponsoring organization):
__________________________________________________________________________
__________________________________________________________________________

Date(s) and Location of Attendance: ________________________________________

In all cases, please attach a brochure or meeting announcement. Note that, if you are applying for funds in Category 1 or 2, you must also enclose further supporting documentation.

Please indicate the nature of your participation. (See Guidelines):

☐ 1. Full funding: Presenting original work for the first time

First time presentation can be in the form of oral, poster, or other accepted means of presentation at recognized conferences in the field.

Title: _____________________________________________________________

Please attach an abstract (in English) and, if possible, a letter of acceptance from the conference organizers. Before you are reimbursed, you must also submit a copy of the paper itself. If your presentation did not involve a formal paper, you must submit a summary of your presentation and a copy of the program.

☐ 2. Greater than base-level funding
From 60 to 100 percent

Please indicate the basis for your funding request. Attach supporting materials to this form.

☐ 3. Base-level funding
60 percent of the amount up to $500
50 percent of the amount over $500

NOTE: All base-level funding requests will be held for review at the April meeting of the FDC and will be funded based on availability of funds.
The applicant is expected to find the most economical rate for travel and lodging before filling in the following:

**Travel:**
- plane/train/bus fare
- mileage @0.51/mi
- parking
- other (list)

**Food** (maximum $45/day)
(When conference registration fees include meals, please adjust the daily expenditures accordingly.)

**Lodging** (maximum $150/day)***

**Registration**
(Generally, reimbursement applies to conference/registration fees only, not membership dues.)

**Other** (explain)

**TOTAL**

***Committee reserves the right to limit lodging budget.

How much funding did you receive from the Faculty Development Committee during the last academic year (2010-2011)?

How much funding have you received during this academic year?

(For summer funding requests only): Do you plan to return to your faculty position at Hood in the coming academic year?  
(In order to receive funds, a faculty member must be under contract to the College, and in the case of summer funding, a faculty member must be under contract for the following academic year.)

*In no case will a full-time faculty member receive more than $1000 or a part-time faculty member receive more than $500 in one academic year.*

**Chairperson's recommendation:**

I approve this request, and have discussed coverage of classes and other faculty responsibilities with this faculty member.

Date ________________ Chairperson’s Signature __________________

Send completed form to the Faculty Development Committee, c/o Provost’s Office.