

## Faculty Conference and Travel Funds

The Faculty Development Committee will review faculty conference and travel proposals four times during the academic year. **All proposals and supporting documents must be submitted electronically to [chalk@hood.edu](mailto:chalk@hood.edu) as one document. The Committee will accept and review any Level 1 or 2 proposal submitted by the deadline, no matter when the conference will be held.** To help spread out the applications, we have set *preferred* deadlines. These deadlines can be found on the [Faculty Development Committee website](#).

A. 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 years.
2. Proposals to present original work for the first time (Level 1 funding) 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 at this level.
  - *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/poster to the Provost's Office. Faculty members who fail to submit papers will not be funded in the future.**
3. If the proposal does not qualify for Level 1 funding, a faculty member may submit for the Committee's consideration materials supporting an award of 75%. The following activities are examples of what constitutes requests for Level 2 funding:
  - Presenting at conferences work which is not original or which is not being presented for the first time.
  - 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.)
4. Requests that do not qualify for Level 1 or 2 awards will be eligible for support at 60% of the cost up to \$500 and 50% of any remaining expenses (Level 3). **NOTE:** All Level 3 requests will be held for review at the February/March meeting of the FDC and will be funded based on availability of funds. The type of activities eligible for Level 3 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.

- B. Full-time faculty members may be awarded no more than \$1,500 a year from regular faculty travel funds. 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 \$750 a year. **The year will cover activities occurring between July 1 - June 30.**
- C. The percentages listed above apply to reimbursement for travel, lodging, registration, and food. **Expense report must be submitted within one month after your return from your travel in order to receive reimbursement. Your expenses will be reimbursed for actual expenses up to the maximum allowed and receipts must be submitted with your expense report.** The applicant is expected to find the most economical rate for travel and lodging before completing the request form. Reimbursement for approved travel in June should be coordinated with Julie Chalk in the Provost's Office.
- D. In no instance will reimbursement exceed the amount approved by the Provost upon recommendation by the Faculty Development Committee, based on the percentage applied to the total dollar amount on the application form.
- E. Conference, travel, and research funds for summer activities will be awarded only to faculty whose appointments at Hood will continue through the coming academic year.
- F. Please refer to the current temporary Hood College travel policy before applying for conference travel.