

Faculty Professional Development/Travel Reimbursement Policy 2014-15

The Division of Academic Affairs Faculty Professional Development/Travel Reimbursement Policy for the 2014-2015 academic year is outlined below.

The faculty professional development/travel reimbursement program, administered by the Office of the Provost, is intended to improve instruction and encourage faculty to develop strong research and creative agendas.

Full-time faculty members may request up to **\$1,000 per year**. Requests for funding must be approved by the department chair and dean or director. Pending availability and approval, funds will be provided to:

- faculty presenting papers or posters at conferences
- faculty performing in artistic venues as part of their scholarly productivity
- faculty actively participating in scholarly meetings to include: chairing a panel, taking part in a workshop, or discussant on a panel
- faculty who participate as officers or members of association committees
- faculty attending conferences that contribute to strategic initiatives for the College or for individual units
- faculty attending workshops or seminars that provide new or updated skills that increase the department's ability to meet defined curricular needs
- journal submission fees and continuing education costs.

Note: Faculty on sabbatical are not eligible for travel funds during the sabbatical period.

Please submit all requests for travel for the 2014-2015 academic year to your Dean no later than October 31, 2014. In fairness to others, requests for reimbursement will not be accepted without prior funding approval.

If you have questions about the faculty professional development/travel funding policy, please contact your dean's office. Also, for the Office of the State Comptroller Travel Manual please go to <http://osc.state.ny.us/agencies/travel/manual.pdf>.



Lorrie A. Clemo
Provost and Vice President for Academic Affairs