

College of Communication and Fine Arts

TRAVEL REQUEST POLICY

Additional Travel Request

(Beyond First Travel)

ADDITIONAL TRAVEL REQUEST

An **Additional Travel Request** may be granted to full-time tenured and tenure-track faculty. Additional requests are competitive and will be awarded based on available funds and the variables listed below:

Funding for an Additional Travel Request is at the discretion of the Dean. The following list of criteria includes, but is not limited to, recommendations that may guide the Dean's considerations when granting funding for additional travel beyond the First Travel Request:

1. What is the relative merit of the additional trip in regards to the following criteria (criteria not listed in order of importance):
 - Scholarly work: research-writing/creative work, clinical engagement.
 - Potential for publication, formal presentation at an artist performance or exhibition, or equivalent professional formal presentation.
 - Scholarly consultation for/writing of national educational, artistic, or similar standards.
 - Significance (size and scope) of publication/presentation.
 - Participation on a significant task force.
 - Encouragement of professional development of pre-tenure faculty.
 - Representation of the University – selected for expertise/artistry. Ranked by local, regional, national, international engagement.
 - Networking for the purposes leading to public presentation or publication and professional development (learning new techniques and methodologies in the field).
 - Attending a conference to acquaint oneself with professional work in the field or to renew engagement active professional work.

2. Additional considerations might include: Has the faculty member been funded to travel every year? Recently? Not recently? What was the amount of funding for the First Travel Request? What would the total amount of funding be for the faculty member if additional travel funding is granted? Does the nature of the engagement in the additional trip warrant the total amount of funding requested by the faculty member for the funding cycle in question?

Funding for additional travel will most often be granted in the form of a reimbursement, after travel has occurred. Evidence of the engaged activity (e.g., a formal paper presented, a portfolio of work accomplished/presented/performed, etc.) must be submitted before final approval is granted to the faculty member. (In cases of extraordinary opportunities and evidenced excellence of scholarly/creative/clinical production/participation, the Dean may consider granting an Additional Travel Request before the trip.)

Please note: When a faculty member or department chair attends a regional accreditation meeting, representing the department and college in preparation for or maintenance of accreditation standards, approved travel is not considered as an individualized faculty travel request and hence will not be considered in the calculation of an Additional Travel Request.