

## **Turner College of Business and Computer Science Faculty Development and Travel**

There are three continuing sources of funds to support faculty development and travel:

1. Provost designated faculty travel allocation
2. Foundation income allocation to support intellectual contributions
3. University sponsored Faculty Development Grants

**Provost designated faculty travel allocation:** These funds are allocated annually by the Provost based on each college's share of full-time faculty as a percentage of the University's total full-time faculty count. These funds are designated to support faculty travel to academic conferences. As such, they may be used for journal submission fees, conference registrations, transportation, lodging and meals. All travel must be approved in advance by the Department Chair. If requested travel does not support an academic presentation or publication, travel must also be approved by the Dean or Associate Dean. Exceptions will be made for participation as an officer, editor or track chair of an academic meeting.

**Foundation support:** These funds are reserved to support faculty research culminating in refereed journal publications. The Ad Team meets in August of each year to review anticipated Foundation income and obligations. An allocation is then made to each faculty member from the remaining funds. These allocations are announced to faculty early in the fall, usually during fall planning week. These funds may be used for journal submission fees, conference registrations, transportation, lodging and meals. All faculty development and travel requests must be approved in advance by the Department Chair. Exceptions to this policy must be approved by the Dean or Associate Dean. Travel requests that do not result in publications will generally not be approved. In addition to having a paper published in the conference proceedings/journal, faculty may also qualify for these funds by being an officer or program chair of the sponsoring professional organization.

**University sponsored Faculty Development Grants:** Faculty development funding is available each semester from the Office of Academic Affairs and the QEP. This is a source of funding for research projects, not conference travel. The application procedure is outlined in the university's *Faculty Handbook*. Submission deadlines for each semester are available on the Academic Affairs website.