



OHIO
UNIVERSITY
Chillicothe Campus

Faculty/Administrator Travel Fund Program Policy

Overview:

Upon the recommendation of the Faculty and the Dean, Ohio University-Chillicothe has initiated a Faculty/Administrator Travel Fund Program for Group I, II, and IV faculty members and campus administrative staff.

The program is intended to provide travel funds to support professional development activities/opportunities for group I, II, and IV faculty members and campus administrative staff who have performed at least one semester of service at OUC. These activities include disseminating research, scholarship, or creative activities at discipline specific professional conferences or exhibits and attending professional development workshops. The maximum award from the fund will be limited to \$1300 per Group I faculty member and \$1000 for Group II and IV faculty and Administrative staff per academic year.

Funds will be allocated for:

- Conference/Meeting Registration Fees
- Professional Memberships if mandatory for event attendance
- Airfare or mileage (limited to the conference or workshop site)
- Accommodations

For the 2018-2019 academic year, the Faculty/Administrator Travel Fund will not fund *per diems* or travel to and from airports.

For more information or assistance, please contact your Division Coordinator or the Dean's Office.

Procedures:

Based on campus fiscal priorities and the campus budget, the dean will allocate funds each academic year to the Faculty/Administrator Travel Fund and will communicate the amount of available funds to Division Coordinators and the Faculty/Staff Development/Travel (FSDT) Committee. One half of the funding pool will be allocated to each funding cycle. Unused funds from the Fall cycle may be carried over to the Spring cycle.

For purposes of distributing this internal campus funding, the FSDT Committee (campus standing committee appointed by the dean) will make recommendations to the dean for the allocation of travel funds. At least five faculty members will serve on the committee; at least three faculty members of the committee will be Group I and at least two members will be Group II. In addition, three campus administrative staff will also serve on the committee.

Application Process:

There will be two funding cycles during the academic year with deadlines at the end of each semester. Complete proposals must be submitted electronically to one of the FSDT Committee Co-Chairs no later than 5pm of the last class day (before exams begin) of the term. All proposals must be signed by the applicant's Division Coordinator or supervisor before they will be accepted by the FSDT Committee. Proposals for travel

during the Spring semester should be submitted by the previous Fall semester funding cycle. Proposals for Summer and Fall semester travel should be submitted by the previous Spring semester cycle.

Note: Since official acceptance dates to conferences and exhibits may not align with the FSDT Committee's funding cycles, applicants are encouraged to submit proposals even if they have not yet received official acceptance to conferences, meetings, exhibits, etc. If travel funds are granted, they will be rewarded after evidence of official acceptance is received by the committee.

For Fall 2018 semester travel only, applicants are encouraged to apply as soon as possible. The funding cycles will begin at the end of the Fall 2018 semester.

Evaluation Criteria:

Travel proposals, including the completed Faculty/Administrator Travel Fund application cover sheet and an itemized budget, will be ranked according to the activity's significance. Proposals requesting support for the presentation of original scholarly or creative work will be prioritized over proposals requesting support for attendance at conferences and professional meetings. Partially funded proposals will be based on the approval of specific line items within the requested budget.

All applicants must provide evidence of their proposed activity's professional value. Presenters can submit copies of abstracts, conference papers, creative work, etc. Non-presenters can draft a brief (one page maximum) summary of attended activities.

Applicants are encouraged to submit proposals for activities that do not easily fit into these specific categories. The ranking of these proposals will be at the discretion of the committee.