



OHIO
UNIVERSITY
Chillicothe Campus

Faculty/Administrator Travel Fund Program Policy

2019-2020 Academic Year

Overview:

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

The program is intended to provide travel funds to support professional development activities/opportunities for 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 \$1000 for each awardee 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 more information or assistance, please contact 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 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. In addition, three campus administrative staff will also serve on the committee.

Application Process:

There will be two funding cycles during the academic year. Complete applications must be submitted electronically to one of the FSDT Committee Co-Chairs no later than 5pm on **October 4th for the Fall 2019 semester** and **January 31st for the Spring and Summer 2020 semesters**. Late applications will not be considered.

If the deadlines fall on a weekend, a university-observed holiday, or a day that the university has been closed due to an emergency, fully completed applications will be due the next business day by 4:00 p.m.

Evaluation Criteria:

Travel applications, 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 awardees must provide evidence of their proposed activity's professional value. Awardees can submit completed copies of conference papers, creative work, etc. and/or present at one of OUC's Professional Development Events.

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. Applicants are also 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.