

**College of Education and Professional Studies
Faculty Travel Policy
2015-2016**

Background

Faculty members in the College of Education and Professional Studies(CEPS) are expected to engage in a variety of scholarly endeavors in order to meet criteria for annual evaluations, tenure and promotion consideration, and in post-tenure review decisions. To achieve our mission of providing students with transformative learning experiences including those related to problem solving through scholarship, research, and creative endeavors; leadership development; and global and cultural competencies, college funds are prioritized to support faculty members and students in professional travel related to these activities.

The UCO Faculty Handbook includes the following general policies related to faculty travel:

- 4.1.27.1.c) Faculty may travel once during a fiscal year at the university's expense. University paid travel to a professional conference will be for the presentation of scholarly work.
- 4.1.26.1 .e) For out-of-state travel, only the minimum-essential number of faculty members will be funded to attend any one conference/event. Normally, the maximum number will not exceed three, and then only when deemed essential by the provost and president.
- 4.1.27.1f) International travel will be considered on a case-by-case basis. Permission to travel to an international destination must be acquired prior to submitting an abstract article for consideration for inclusion in the conference. International travel will receive the lowest priority for travel funds.

The following policies, procedures, and guidelines will be used with respect to faculty members in CEPS. Any exceptions will require approval by the dean and in some cases the provost.

Underlying principles

- The college should invest in faculty members by providing a reasonable level of funding for support of professional travel.
- College travel funds are limited and must be prioritized.
- Advanced planning is necessary including notification of the dean who notifies the provost for international travel requests.
- Available funding through other sources (Office of Research and Grants, Academic Affairs, academic department should always be sought first.
- Faculty- Priority will be given to faculty in order to meet tenure, post-tenure, and/or promotion criteria. Every effort will be made to ensure that faculty members working toward tenure and promotion will be provided funding to support one professional conference each academic year.
- Faculty and students- Faculty members and students presenting scholarly work at professional conferences will be given first priority. Faculty members and students serving in organizational leadership roles in professional associations will be given second priority. Conference attendance not involving presentations and/or leadership activities will be given third priority.

- The total number of faculty members from any given program will be considered so that approved professional travel does not pose a hardship on students and other faculty and staff colleagues. In the event of presentations involving faculty members and students, there is no assurance of more than one faculty member being approved for funding.

Guidelines

At the beginning of each semester, faculty members are encouraged to plan in advance and submit to their respective department chair an overview of plans for proposal submissions, study tour development, and other related activities requiring professional travel for the academic year. Department chairs will offer feedback based on program and department needs, individual faculty member professional development plans and needs, and other considerations. A final set of approved plans will be submitted to the dean by September 1. These plans will then be merged with others as part of the planning and budget process.