



## **Faculty Travel Guidelines**

The following guidelines have been established in order to best serve the greatest number of faculty who desire to present at professional meetings in order to meet tenure, promotion and post-tenure review requirements. Responsibility for equitable distribution of faculty travel resources lies with the Deans. Resources permitting, faculty will normally be limited to two trips per year.

1. University-paid travel to a professional conference will be for the presentation of scholarly work.
2. Additional travel must be approved by the Provost's office for faculty traveling to fulfill duties as a professional organization officer or for University recruitment, accreditation, assessment, fundraising, professional development, or accompanying students to professional or University-related events.
3. Up to three faculty members may travel to the same conference without requesting permission from the Provost.
4. Travel to Hawaii remains restricted.
5. 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 or article for consideration for inclusion in the conference.
6. Approved study tours are not impacted by these travel guidelines.

Please direct questions concerning travel guidelines to your Dean to ensure adherence to additional College-level guidelines.

Revised: August 2016