

To: Mathematics Department Tenured and Tenure-Track Faculty
From: Karen Novotny, Chair
Re: Faculty Development Funds & Reimbursement
Date: August 29, 2018



The purpose of this memo is to provide information about faculty development funds and travel reimbursement for the 2018 – 2019 academic year.

1. This year, each tenured and tenure-track faculty member will be allocated \$1200 for professional travel and an additional \$300 that may be used for either travel or the purchase of items to support instructional and/or professional activities. This increase is a departmental decision; we still only receive \$900 per faculty member for travel from the Provost. Due to new university restrictions, **make sure to order all software and technology-related purchases through IT**; do not purchase such items yourself unless you're prepared for the possibility of not being reimbursed. Just send your requests to Jan, and she can submit them to IT.
2. If you would like to attend a professional conference that requires more than your travel funds, please consider applying for support from the [Pew Faculty Teaching and Learning Center](#) or the [Center for Scholarly and Creative Excellence](#). Here's a description of the grants that are available to tenured and tenure-track faculty from each source:

FTLC: The [Faculty Conference Travel Grant](#) is applicable if you are attending a *teaching-related* conference either in the US or outside the country. Awards are for up to \$700. You don't have to present in order to receive this grant, but you do have to plan in advance, since they only take applications for a 3-day period at the beginning of each quarter for travel in the next quarter:

January 15, 8:00am - January 18, 8:00am for travel Apr 1 - Jun 30

April 15, 8:00am - April 18, 8:00am for travel Jul 1 - Sep 30

July 15, 8:00am - July 18, 8:00am for travel Oct 1 - Dec 31

October 15, 8:00am - October 18, 8:00am for travel Jan 1 - Mar 31

Funds are awarded, by lottery, to approximately half of those who apply each quarter. Additionally, funding is limited to one trip per faculty member every other fiscal year. The FTLC provides [other grants](#), one of which, the Sponsored Teaching & Learning Event Grant, provides travel support for *specific* teaching and learning related events).

CSCE: The [Dissemination Travel Grant](#) requires presentation at a conference. According to the website "to qualify for a travel grant, the faculty member must actively participate in the meeting by presenting their original work, chairing a panel, serving as an officer of a professional association, or contributing as a stated participant in a formal discussion." There's a limit of two of these grants per faculty member per fiscal year (7/1 – 6/30); for the first trip the maximum award is \$500 for domestic travel and \$750 for international travel (which includes Hawaii, Alaska, and Canada except Ontario), and no more than \$250 is permitted for the second trip in a fiscal year. Here's information on submission dates:

Quarter	Ending Date of Travel	Open for Submission
1st	July 1 - September 30	May 15
2nd	October 1 - December 31	August 15
3rd	January 1 - March 31	November 15
4th	April 1 - June 30	February 15

3. The department may also be able to provide some additional support for travel. In particular, in April, I will send out a form to all faculty asking for supplemental funding requests, and I urge you to submit a request for any travel-related expenses that were not previously reimbursed. This year, **priority in supplemental funding will be given to faculty who used some of their travel funds to accompany students to conferences**, facilitating the high impact experiences for those students of attending and/or presenting at a professional conference. I will honor any supplemental requests, though, if we have sufficient departmental funds available at the end of the fiscal year.
4. Make sure to follow the [university guidelines on travel expenses](#). Jan and Sandee can also answer questions about travel and the reimbursement process.