**Policy on Faculty Travel and Development Funds**

**Approved by College of Education Tenured/Tenure-Track Faculty Vote**

**(conducted via email; completed on 12.15.16)**

# Sources of Authority

# Related OPs:

# See OP 79 Series, beginning at: <http://www.depts.ttu.edu/opmanual/OP79.01.pdf79>

# 2016-17 Texas Tech Faculty Handbook (“Travel Reimbursement” under “Faculty Affairs”) at <http://www.depts.ttu.edu/officialpublications/pdfs/2016-17_Faculty_Handbook.pdf>

# Texas Tech Regents Rules 07.09: <http://www.depts.ttu.edu/oppol/Chapter07.pdf>

**SACSCOC 2012 Principles of Accreditation C.S. 3.7.3:** The institution provides ongoing professional development of faculty as teachers, scholars, and practitioners. (Faculty development)

The College of Education is committed to supporting faculty members in their research and scholarly endeavors and in their continued professional development. To grow as a scholar and teacher, each faculty member needs support for presenting papers at professional conferences, attending scholarly meetings for professional growth, and defraying the cost of other professional development activities. One way in which the College supports such activities is providing funds for travel and professional development. Each year, a tenure track or tenured faculty member is awarded $1,000 to support travel or professional development.

**Faculty Travel and Development Funds**

The $1,000 amount is made available to each tenure track or tenured faculty member for his or her use for activities such as traveling to conferences to present papers, traveling to conferences or other meetings for professional development, purchasing scholarly books, paying for journal subscriptions, and so forth. Formal requests for travel funds will be made by completing the standard travel application and submitting it for approval to the Department Chairperson. Requests for purchasing items for professional development will be made by following established College procedures through the Department Chair.

## Faculty Travel through Discretionary Funds

These funds are used to support special travel requests by tenure-track, tenured, and permanent continuing contract faculty members throughout the year. Special requests may include, but are not limited to, travel to present at an international conference, to present an invited paper, or to present at a prominent conference or meeting. The intent of the discretionary funds is to provide full or partial travel to support faculty members at venues that will bring widespread recognition to the faculty members' scholarly work, to the College of Education, and/or to Texas Tech University. Other full-time faculty members in any status who have been employed for at least three years may also apply for Faculty Travel through Discretionary Funds.

To make request for funds, the faculty member should first submit a written request to the Department Chairperson stating the purpose of the request, the anticipated total amount, and the requested amount.