

FACULTY TRAVEL FUNDING

Travel funds to support the professional development of Stetson faculty are available through each of the academic units. The process by which faculty may request such funding is described briefly below. Policies for the distribution of funds vary, so faculty should be sure to familiarize themselves with the policy and process for requesting funding in their academic unit.

College of Arts & Sciences

In 2011-2012, faculty should apply through the Dean's Office for travel funding. See the on-line form at <http://www.stetson.edu/artsci/home/forms.php>. Approval by the department chair is required before submission to the Dean's Office.

Amount: \$875 per faculty line funding previously distributed in department budgets has been consolidated in the Dean's Office to support important scholarly/creative activities. Additional funding may be available from donors including those who contribute to the College of Arts & Sciences Dean's Fund for this purpose. Requests for funding should use the form available on the Dean's Office webpage. Decisions are generally made and communicated within a week of being received.

Faculty receiving travel funding should provide the Dean's Office with an offprint or conference program to place in the College's display case for recent scholarship/creative work.

Library

Library faculty are allocated funds which may be used for registration fees and costs for travel to conferences, workshops, and other meetings related to the profession, as well as registration costs for selected Internet workshops. The faculty member discusses the plan with his/her supervising librarian and secures approval prior to expenditures. Any unused funds will be used at the end of the fiscal year to partially reimburse others whose approved travel exceeded the individual allocation.

The individual allocation for 2011-2012 is \$875.

School of Business Administration

Faculty should apply through the Dean's Office via the Faculty Travel Request Form, by September 30. Additional funding is also available through funded programs in the School and the School of Business Foundation. Any unused funds will be used at the end of the fiscal year to partially reimburse those whose approved travel exceeded the individual allocation.

The individual allocation for 2011-2012 is \$875.

School of Music

Faculty should apply through the Dean's Office via the Faculty Travel Request Form. Any unused funds will be used at the end of the fiscal year to partially reimburse those whose approved travel exceeded the individual allocation. Additional funding may be available through gift funds.

Amount: \$875 per faculty line.