

Memorandum

Date: 31 August 2011

To: CAS Chairs and Faculty

From: CAS Resource Allocation Committee

Re: 2011-2012 College of Arts and Sciences Travel Funding Request Criteria and Process

The *CAS Resource Allocation Committee (RAC)* has been charged, by Dean Halonen, with developing criteria for and administering the distribution of at least \$40,000 in college travel funds for the 2011-2012 academic year. To that end, the RAC, with the dean's approval, has established the following guidelines and application process.

Guidelines

- Applications should be submitted to the CAS Dean's Office/Bldg 11 for one of two deadlines with decisions following within three weeks after the respective deadlines:
 - FALL deadline for submission of required materials is 5 p.m. on **Friday, September 30, 2011**.
 - SPRING applicants may apply for travel funds by the fall deadline if he/she can provide the required information, or they may wait until the spring deadline (tentatively set for January 27, 2012) to apply for spring or summer travel funds.
- **Each faculty member may apply for funds related to ONE trip for up to \$750 from the CAS fund for the 2011-2012 cycle (Fall, Spring, Summer);** however, the amounts of individual travel awards are dependent on the number and priority level of the applications. The Provost's Office will match each RAC approved travel funding request for up to \$750. Therefore, the maximum funding per trip is \$1500 plus any contributions from departments or other sources. Departments are encouraged to match each travel funding request for up to the maximum allowable amount (\$750).
- The President and Provost have required that travel funding will only be approved if it is "mission critical." Therefore, each application must include a statement identifying how the purpose for travel fulfills this criterion.
- In keeping with the standards of justification for travel (i.e. travel that meets the "mission critical test") released by the Provost, highest priority will be given to tenure-earning and tenured faculty members who are formally presenting their research findings at scholarly conferences. Requests from non-tenure track faculty will be prioritized and considered based on available funding and other criteria. Adjunct and visiting faculty are not eligible to apply for college travel funding.

Please note that only applications for *domestic* travel (including Canada and Mexico) will be eligible for funding using the college funds. Travel applications for all other destinations will not be considered.

MISSION CRITICAL TRAVEL CRITERIA

Mission critical travel includes the following:

- Faculty domestic travel to present a paper at a recognized academic/professional conference
 - Domestic travel related to accreditation
 - Domestic travel to academic/professional meetings where one holds a leadership position
- Members of the RAC will recuse themselves for discussions regarding their own applications.

Application Process

- For travel funding consideration, applicants should submit the following items by the deadline:
 - **completed TAR(s)** (revised 9/1/09)
 - **completed RAC Travel Fund Application** (revised 9/7/10), which is available on the CAS web site at <http://www.uwf.edu/cas/facs/>. Note: TARs contain some of this information identified on the RAC application for, however space constraints on the TAR limit explanations that will be helpful to RAC members
 - documentation of conference presentation acceptance or submission if available.
- For questions or more information, please contact Dr. Jia Liu (Mathematics and Statistics), RAC Chair, or Dr. Eman El-Sheikh, CAS Dean's Office.