

Memorandum

Date: September 4, 2009

To: CAS Chairs and Faculty

From: CAS Resource Allocation Committee

Re: 2009-2010 College of Arts and Sciences Travel 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 2009-2010 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 decisions deadlines with decisions following two weeks after the respective deadlines:
 - FALL deadline for submission of required materials is 5 p.m. on **Wednesday, September 23, 2009**.
 - SPRING applicants may apply for travel funds by the September 23, 2009 deadline if he/she can provide required information, or they may wait until the spring deadline (tentatively set for January 20, 2010) 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 2009-2010 cycle (Fall, Spring, Summer); however, the amounts of individual travel awards are dependent on the number and priority level of the applications.
- 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 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 tenure-earning or tenured faculty who hold a leadership position at an academic or professional meeting, or from non-tenure track faculty will be prioritized and considered based on available funding and other criteria. Please note that only applications for *domestic* travel will be approved for funding using the college funds.
- Members of the RAC will recuse themselves for discussions regarding their own applications.

Application Process

- Applicants should submit **completed TAR(s)** (revised 9/1/09) by the deadline **along with a completed RAC Travel Fund Application*** which is available on the CAS web site at <http://www.uwf.edu/cas/facs/>.
 - *TARs contain some of this information, but space constraints on the TAR limit explanations that will be helpful to RAC members.
- For questions or more information, please contact Dr. Brendan Kelly (Communication Arts), RAC member, or Dr. Eman El-Sheikh, CAS Dean's Office.