

College of Education and Human Development Travel Policy

The College of Education and Human Development (CEHD) is committed to providing meaningful travel funds to full-time term, tenured, and tenure track faculty members. Recognizing the importance of lifelong learning and the need to disseminate scholarly results and to communicate with other professionals, CEHD furnishes, depending on available budget, a base amount of travel funds to full-time term, tenured, and tenure track faculty each year to attend conferences and other professional meetings. If additional travel funds are made available, term, tenured, and tenure track faculty members will be notified immediately so as to ensure timely and adequate travel arrangements.

Consideration for supplementary travel funds beyond those described above will be given, based on written requests to the appropriate Division Director and CEHD Dean, to full-time term, tenured, and tenure track faculty members who are presenting at international conferences and/or serving in consequential leadership roles (e.g. editorial boards, officers, program committees) in international organizations. The written requests should include, but not be limited to, an explanation as to how the additional international travel funds will contribute to professional development and assist in promoting the academic programs and research activities of the College.