

## **Creighton College of Arts & Sciences**

### **Faculty Development Travel Policy**

The Creighton College of Arts and Sciences (CCAS) funds faculty travel in support of professional development because it recognizes how important such travel is to their growth as scholars and teachers.\* This Policy is not intended to restrict travel, but to enable planning of an annual budget ensuring that the available funds are allocated fairly. It was originally developed by the Faculty Development Committee of the CCAS Executive Council in 1999, been reviewed periodically since that time, and was revised in 2016 by the Resource Allocation Subcommittee of the Faculty Senate.

#### **Applying for Funding**

Faculty are expected to submit a **pre-application** if committed to or strongly considering a trip in the upcoming fiscal year where CCAS support will be requested. The approximate budgets requested in this form will assist the Dean's office in planning an annual budget and fairly allocating funds. Pre-applications for travel support in the upcoming fiscal year (July 1 to June 30) are due to the Dean's Office before April 1<sup>st</sup> of the current fiscal year. Faculty who complete this pre-application in a timely manner will qualify for the maximum rate of reimbursement as determined from the annual budgeting process.

A **full application** for each trip must also be submitted no less than 30 days before the start of the trip to allow time for evaluation by the Dean's office. Faculty will be notified within 14 days of submission by the Dean's Office regarding their requested trip and the amount of support available. Applications submitted without associated pre-applications will be accepted and evaluated, but may be subjected to a reduced rate of support as determined by the Dean's Office and the available travel budget. Applications received in the Dean's Office after the date on which a trip began may not be funded at all or supported at a significantly reduced level, as determined by the Dean's office.

#### **Evaluating Requests for Funding**

After the pre-application deadline, the Dean's Office will aggregate all faculty requests for the upcoming year and prepare a preliminary travel budget. To assist in this process, the department chair of each department will be consulted to evaluate the group of pre-applications submitted for their department members. Upon completion of this process, the Dean's Office will identify the maximum reimbursement amount available for the year to support faculty travel based on funds available and pre-applications received.

Faculty development travel is not an entitlement, and all decisions regarding such travel will be made at the Dean's discretion, in accordance with the priorities and financial circumstances of CCAS. In evaluating full applications for travel support, the Dean will consider the purpose of travel, the number of trips requested for the year, the budgeting level requested and the outcomes of previously supported travel requests. It is likely that approved second requests for travel support in the same fiscal year will be supported at a decreased level relative to a top priority request. Consideration for additional support will be made for faculty submitting biennial or triennial travel requests.

While this updated version of the CCAS faculty development travel policy eliminates the points system used previously to justify travel requests, faculty will continue to convey the value of a requested trip for their

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\*Trips required for administrative purposes (e.g., travel to conferences for hiring, accreditation, etc.) do not count as faculty development trips and are not covered by this Policy. Please consult the Dean or other policy documents on CCAS Policies and Procedures site (e.g. that on hiring tenure-track faculty).

professional development by filling out a purpose of travel section. It is expected that one or more purposes will be noted in order to justify support for the trip. Faculty traveling with student researchers and/or meeting with potential students or alumni as part of their trip may receive further consideration in support their travel expenses. New to this version of the application form is the section summarizing outcomes from previous travel support. The purpose of this section is to allow the Dean's Office the ability to gather information regarding outcomes leading to better justifications for increased University budgetary funds supporting CCAS travel. It also will assist in establishing a timeline for any biennial or triennial budgeting requests, and it can be used by department chairs during their evaluation to justify the merit of new travel requests based on past outcomes.

### **The Role of the Department Chair**

The applicant's department chair is responsible for certifying that a given request for travel funding has merit in the context of the applicant's professional development and in the context of the relevant academic discipline. The Chair also can present exceptional circumstances in support of faculty members.

### **Annual Reporting of Data**

The Dean's Office will make available an aggregate summary of annual data regarding CCAS faculty development travel support, including the overall number of trips requested, annual funds allocated, purposes of travel, and outcomes as reported in the application forms.

### **Expenses Covered by this Policy**

CCAS will normally reimburse faculty for travel expenses that fall within the University's guidelines and within the following categories:

1. The "regular" (as opposed to "late") registration fee for the conference.
2. Transportation to/from destination city: (a) the lowest feasible airfare on a commercial airline (advance purchase required), (b) mileage when using personal vehicle based on the current university rate, or (c) car/van rental providing that it has been specifically requested and authorized by the Dean before the travel takes place.
3. Hotel accommodation for a maximum of 3 nights (subject to maxima as noted on the Application form).
4. Meal expenses not covered by registration fees (subject to maxima as noted on the Application form). Alcohol costs are not reimbursable.
5. Feasible transportation to/from airport in destination city.
6. Airport parking in Omaha (subject to daily maximum of long term Eppley parking lot rate).

Additional expenses may be reimbursed at the Dean's discretion but should be discussed with the Dean and specifically authorized before the travel takes place. Daily maxima listed in the application will be updated annually as per the Creighton Controller's Office guidelines.

**Note:** Faculty missing more than one class session per course being taught will be required to provide a statement describing how such courses will be covered.

**Note:** Reimbursement for faculty traveling internationally will be contingent upon acquiring travel insurance through the Global Engagement office.

## Proposed Annual Budgeting Process for Faculty Development Travel Support

The goal of this annual budgeting process is to match available funds with requested trips in a fair manner across CCAS. It is therefore important that faculty provide accurate pre-application information in a timely manner whenever possible. The process described below will assist the Dean's Office in preparing an annual budget that efficiently and fairly allocates funds for faculty development travel requests using a balance of requested trips and available funds, without punishing faculty who are justifiably unable to predict their travel so far in advance.

### Timeline:

1. After the deadline for travel pre-applications, the Dean's Office will compile the data and prepare a requested travel budget. Together with outcome data from previous years, this data will be used to justify the annual request of funds from the University to support CCAS faculty development travel for the upcoming year.
2. After notification from the University regarding annual budget allocations for the upcoming fiscal year, the Dean's Office will define an overall budget to support CCAS travel. The Dean's Office will compare the pre-application requests with the available annual travel budget to identify an annual level of travel support for the year. A portion of the overall budget will be reserved to plan for full applications received without associated pre-applications.
3. The Dean's Office will discuss the collection of departmental travel requests for the upcoming year with the corresponding department chair. The chair will be asked to comment on the merit and reasonableness of each request. If annual funds are limited, the chair will be asked to recommend whether each trip from their department should be funded at an equal level of support or if some requests should be funded at higher levels than others. Chairs are expected to give extra consideration to pre-tenured tenure-track faculty. Non tenure-track faculty members are invited to apply, as well, but may receive limited support based on availability of funds.
4. Applications not associated with pre-application proposals will be fully considered by the Dean's Office, but will be subject to funding levels based on remaining annual funds not already committed through the pre-application budgeting process. (Such requests could be funded fully or could be funded at a significantly reduced amount depending on the budget that year.) Requests that can justify special circumstances as to why a pre-application was not submitted (such as a late invitation to be a featured speaker or a meeting announced only after the pre-application deadline) will be given consideration by the Deans Office for funding at the same level as requests meeting the pre-application deadline.

Approved by the Dean...

Approved by the Faculty Senate...

Last revised by the Faculty Development Committee...April 2016.

Previous version of policy reviewed by the Faculty Development Committee... February 2010.