

Guidelines for Funding Conference Travel College of Humanities

The following principles should be used by departments (chairs and department committees) in allocating travel funds:

1. In making application for conference travel funds, faculty should specify a scholarly outcome beyond the conference. In most cases, this outcome will be a published article.
2. Priority for funding is assigned to faculty who present papers. In general, faculty should not expect funds to chair a panel at a conference at which they do not also present a paper.
3. Priority may also be given to faculty who have a leadership assignments in the disciplinary organization that is meeting in the conference if that assignment has been previously approved by the chair. Faculty should not accept assignments with disciplinary organizations that require conference attendance without the prior consent of the chair.
4. Given increased demand on travel funds, faculty should not expect to travel regularly to expensive destinations. Department committees and chairs may need to limit the number of trips to international venues. Faculty with leadership assignments in their organizations should exert their influence to ensure that affordability is a high priority in the preparation of a meeting.
5. Given current resources, faculty may expect to receive support to travel to one conference per year. Additional money *may* be available depending in part on the conditions that follow:
 - a. Papers accepted through a selective review process are more fundable than those that are not.
 - b. Meetings of national or international organizations are given higher priority than meetings of local or regional ones.
 - c. Faculty who have a strong record of placing articles derived from conference papers (see #1) will have claim on more department resources than those who do not.
6. Whenever possible, conference registration fees should be paid for with supply money (not with scarcer travel funds).
7. Conference travel may be made available to professional faculty as a part of a reasonable professional development plan.
8. Departments may develop additional criteria for assignment of travel funds. These amendments must be consistent with college guidelines and are subject to the dean's approval.