

Course and Seminar

Description: Funds are provided for the purpose of supporting the enrollment of faculty members in short-term courses or seminars. The objective of such activities should be the extension of established disciplinary expertise or the acquisition of knowledge in a separate but clearly related field. Normally, short courses or seminars offered before or after professional conferences will be funded on a per diem and tuition basis. Travel to the conference should be funded from departmental travel funds or, if applicable, from conference participation funds. To be funded, evidence of substantial work, such as pre-seminar or course reading or post-seminar reports, is required. Course and Seminar funds will support travel to the same course only once every five years.

Eligibility: These funds are intended for the use of tenure-line faculty, faculty holding ongoing clinical positions, faculty holding fulltime three-year assistant professor appointments, and full-time, continuing artists-in-residence. Up to ten percent of the course and seminar funds may be awarded to faculty at the rank of Instructor and visiting faculty who have been in full-time service at the university for at least three years. Funding, up to 50% of total allowable expense including travel, tuition, and other per diem expenses up to a maximum of \$995 per year, may be requested. (The \$995 maximum per year may be used on a single program or several programs.) Instructors and visiting faculty with less than three years of service at the university and non-tenure-line short term replacements of tenure-line faculty will not be funded. Please see policy statement and documentation required for university support of travel outside the United States.

Application: Application for these funds should be made to the University Enrichment Committee using the **form attached below**. If applicable, also include [Foreign Travel Waiver](#) documentation.

Deadline: Applications must be received by May 15 for consideration in the current fiscal year. Application, on a first-come first-served basis, should be made at least sixty (60) days before commencement of the course.

Reporting: A faculty member receiving such funds shall provide the following reports within thirty days after completion of the course or seminar:

1. When the course or seminar is complete, a report of substantial nature will be provided. It should include a summary and critical review of the course content, an outline of the professional growth and development as a result of the experience and an explanation of the impact of the course in his/her future teaching and/or professional advancement. The report should be submitted by the faculty member to the University Enrichment Committee through the Office of the Associate Deans. Upon acceptance of the report, funding will be released.
2. A completed **Reimbursement Request form** available on the [Faculty Professional Development Resources](#) webpage.
3. Attach original invoices and receipts for all expenses and submit to the Office of the Associate Deans. Be sure to include the airfare receipt and the conference registration fee receipt. Reimbursement cannot be made for expenses for which original receipts are not presented.

Special Provisions: Faculty completing such courses or seminars are encouraged to share the results formally with their colleagues.

REQUEST FOR COURSE AND SEMINAR TRAVEL FUNDING
to THE UNIVERSITY ENRICHMENT COMMITTEE

NAME _____ DEPARTMENT _____

TELEPHONE _____ E-MAIL _____

NAME OF MEETING _____

PLACE OF MEETING: _____ DATES OF MEETING: _____

Please submit with this cover page a brochure describing the course or seminar and a written description of the relationship between the course or seminar and your disciplinary and teaching responsibilities. A course and seminar grant will pay fifty percent (to a maximum of \$995) of the total of (1) the actual cost of your rail or airfare (or mileage if driving is less costly than traveling by rail or air; (2) up to \$40 toward ground transportation, (3) up to \$140 toward lodging and meal expenses (for which you have receipts) for each night you are at the course (maximum \$610), and (4) the actual registration or tuition fee. The total amount of the grant will not exceed \$995. Although the amounts to be reimbursed under the grant cannot be known until you actually incur these costs, please anticipate these costs as accurately as you can below. The actual amounts reimbursed if a grant is awarded will be adjusted upward or downward based on your actual expenses for the areas listed below.

ANTICIPATED EXPENSES:

Rail or Air Fare _____ + \$40 Ground fares.....	\$ _____
<i>or</i>	
Car Miles _____ @ .535 per mile.....	\$ _____
Number of Nights at the Seminar _____	
Lodging and Meals = Number of Nights @ \$140 (Maximum is \$610)	\$ _____
Course or Seminar Registration or Tuition Fee	\$ _____
Total Eligible Anticipated Expenses (Maximum is \$1990)	\$ _____
50% of Eligible Anticipated Expenses (Maximum is \$995)	\$ _____

FOREIGN TRAVEL: Does attending your course or seminar involve travel outside of the United States? Yes__ No__

If yes, please list the name of all countries where you plan to travel:

- Please sign a [Waiver, Release, and Indemnification Agreement for Faculty Foreign Travel](#) and include a copy with your application materials.
- Are any of the above-named countries currently on either the [Department of State's travel warning list](#), or on the [Centers for Disease Control's travel health warning list](#)? If so, please include a signed [Special Waiver and Acknowledgement for Faculty Foreign Travel](#) form with your application materials.

Upon completion of the course or seminar I agree to provide the University Enrichment Committee with a report summarizing the activity and the derived benefits from the program and to provide original expense receipts.

Signature of Travel Grant Applicant _____ Date _____

As the Department Chair, I agree to assess professionally the written presentation should I be requested to do so by the University Enrichment Committee.

Signature of Department Chair _____ Date _____

**Send Course and Seminar Travel Grant applications by May 15 to
Associate Dean of Experiential Learning and Civic Scholarship Renee Houston, CMB 1020, Jones 212.**