

FACULTY DEVELOPMENT TRAVEL FUND POLICY

The Office of Academic Affairs (OAA)/United Academics (UnAc) faculty development travel committee have approved the following for academic year 2009-2010.

- **Submission deadline: November 13, 2009.** There will be one round of awards.
- Travel must be completed by June 30th, 2010.
- Grants are up to \$1000, contingent on availability. Expenses for participation in an online conference are eligible for funding.
- While requests from faculty members of all ranks will be considered, priority will be given to junior faculty members without tenure.
- Additionally, priority will be given to members who will be actively participating (e.g., presenting, moderating, or teaching) in higher-profile (e.g., national or international) meetings or conferences.
- If there are more applicants than funds available, first time applicants may be given priority for funding.
- This funding is available only to members of the United Academics bargaining unit.

To apply for a travel award, please provide:

- a brief cover letter with the name/title/date of the conference or desired training and a description of how it will further your objectives, or those of your unit and UAA. Include your academic status, i.e., new faculty, second-year faculty, tenured or untenured, Assistant/Associate/Professor, etc.
- a budget itemizing hotel, transportation expenses, and registration fee. Include a description of travel funds you have received from other sources for the same trip.
- **Submit proposals electronically to:**
Liisa Morrison, Administrative Coordinator with the Center for Advancing Faculty Excellence at anlkm1@uaa.alaska.edu .

The faculty travel committee, composed of one member from the CAFE Advisory Council representing the OAA and two members appointed by UnAc, will review requests and make recommendations for funding. Subject to approval by the Provost, award announcements are anticipated by end of November.

The travel funding originates from United Academics presidential buyout funds agreed to through the Collective Bargaining Agreement and is matched by the UAA Office of Academic Affairs. The Center for Advancing Faculty Excellence appreciates this support from UnAc and OAA to assist faculty in professional development.