

Department of Communication Bylaws

Travel Funding

Article 16.1 of the Collective bargaining agreement sets forth the general guidelines for faculty's professional development travel.

- I. Allocations for travel will be divided by the number of tenure-line faculty members unless there are superseding conditions set by the dean and/or provost and/or department.
- II. Each tenure-line faculty member can claim up to that amount of the money simply by documenting travel expenses and getting the Chair's signature.
- III. Travel expenses include:
 - travel to conferences (includes presenting paper, commenting, discharging professional duties, or simply attending)
 - travel to research sources, including car mileage.
- IV. Faculty on sabbatical or research leave are eligible for this money.
- V. At the first of April money not spent will be swept up and given to those tenure –line faculty who have spent more than the allocated amount. The Chair may also allocate a portion of this remaining travel money to full-time regular (non-visiting) instructors who have delivered a paper or performed some equivalent function (lead a discussion, or a panel) at a conference, after all tenure-line faculty have been reimbursed for expenditures over the initial allocation.