

## Bylaws for Department of World Languages

### \_\_\_ Travel Funds

1. Travel funds are normally awarded by the university administration on a per tenure-line (tenured or tenure-track) faculty member basis to support the research assignment of those faculty members. Therefore, the initial disbursement of departmental travel funds will be on an equal basis to all eligible tenure-line faculty up to the amount allowed by the administration in order to fund travel in all the allowed activities, namely

a. Presentation of research papers at scholarly conferences, annual professional association meetings or other similar meetings.

b. Travel in order to perform research (i.e., travel to a particular library or archive, travel to conduct interviews with authors, artists, filmmakers, etc).

c. Attendance at conferences or meetings without presenting research (it is recognized that there are other functions of such meetings such as organizing sessions or workshops, presiding at sessions, serving as a panelist or discussant, attending board meetings of the organization as an officer of that organization, and attendance for purposes of professional development).

2. If funds remain at the end of the fiscal year (not all tenure-line faculty have needed their full allotment), they shall be used to reimburse those faculty whose travel expenses exceeded the annual individual allotment. If there are insufficient funds fully to reimburse all such faculty members, then the funds shall be equally distributed among those faculty whose travel expenses exceeded the annual individual allotment.

3. If funds remain at the end of the fiscal year after all excess expenses from number 2 above have been reimbursed, they may fund non-tenure-line full-time faculty (such as instructors) for any of the reimbursable research activities designated above in recognition of the fact that, although they have no research assignment, some do conduct research.

4. In order to facilitate the administration of funds, faculty shall submit their TARs requesting funds as early in the academic year as possible.

5. At the last department meeting of the fall and spring semesters, the Department Chair shall provide the faculty with a general report on the departmental travel budget showing total department funds spent or encumbered and total department funds remaining according to the best estimate.