College of Liberal Arts & Social Sciences Travel Policy

Travel to conferences is important to faculty development as well as to the promotion and tenure process. The College of Liberal Arts & Social Sciences actively supports faculty conference travel. The paragraphs that follow provide detailed information on the school’s travel policies and funding program.

The policies outlined here are for conference travel using AAUP and supplemental CLASS travel funds. Research travel is not eligible for departmental AAUP or supplemental CLASS funding. The amounts below represent the maximum level of AAUP travel funding for the academic year, no matter how many conferences you attend. This is the combined total from both your department travel account and support from the dean’s office.

- Full-Time faculty travel $1,500
- Part-Time faculty travel $750

For budgeting purposes, the funding year extends from July 1st through June 30th. Please keep in mind that these are maximum limits as long as funds are available. Department allocations only amount to about $825 per full-time faculty member. Supplemental CLASS funds account for the rest. Given budget cuts, we cannot guarantee that supplemental CLASS travel funds will be available for faculty who are late in submitting travel authorizations.

Please note the following when submitting your travel authorizations.

- All travel authorizations must be submitted to the dean’s office at least 10 working days (M-F) prior to departure. Supplemental CLASS funding is contingent on meeting this deadline.
- All travel authorizations must be accompanied by a completed CLASS Travel Addendum form. The form can be found on the CLASS web page.
- All travel authorizations must include a verification of your role at the conference. Include a copy of a printed announcement or a web page from the conference. If you are presenting a paper/poster and or serving as a discussant/session chair, please include documentation (letter, email, program page, or web page printout) that verifies your role in the conference.
- In the interest of maintaining the highest qualities of instruction for our students, educational leave for conference/workshop attendance during the fall and spring academic semesters is limited to 5 working days per semester. If that poses a problem, please contact the Dean’s Office to discuss the matter. Maximum educational leave for those who are teaching during summer session is a total of 2 class days. No educational leave is allowed during the winter session for those people who are teaching winter session courses.

Supplemental CLASS travel funding will be approved ONLY for paper and/or poster presentations at conferences. It will not be approved for chairing sessions or acting as discussants at conferences when no paper or poster is delivered. Conference attendance when the only activity is a presentation as an invited/guest speaker may be funded at the discretion of the Dean or her designee. CLASS funding for conferences where the only noteworthy thing is the conference location/venue will also be at the discretion of the Dean or her designee.