

Summary of Responses to Question about Travel Policies in Colleges, Schools, Departments of Social Work-November 2014

- We offer \$2500 in travel, with the following requirements. The first trip (up to \$1500) may be to any reasonable conference, though mostly people are presenting. The second trip (balance of the \$2500) is for presentation or empirical results only at an appropriate, high-quality conference. We view the second trip as a research incentive.
- We fund airfare and 1/2 a single hotel room for any conference that a faculty member is presenting at. There's no limit on the number of conferences.
- Each faculty member receives a discretionary account each year which varies (depending on budget exigencies) but is almost always over \$2,000. They can support travel out of this account, Then several offices of the School and the University support travel for a range of purposes.
- Please note that each year this level of funding is allocated for each faculty member; allowing for some faculty to travel more if other faculty members choose not to present within a given year. Guidelines for Non-Local Travel The maximum travel allocation for faculty is \$1,800 per year. Reimbursable expenses include registration, transportation, meals, and lodging. This maximum allocation may be adjusted by the Dean based on the anticipated number of faculty traveling and the total travel budget available. Visiting and adjunct faculty are not eligible for conference travel reimbursement. This travel allocation shall be available to faculty members who attend and present at regional, national, and international professional/academic conferences and seminars, as well as faculty members serving as a chair or a discussant for a session at a professional meeting or peer-reviewed conference, or is attending an executive committee meeting or other meetings as an officer of a national or state professional organization. Administrators and/or Instructors who co-present with a full time faculty member or who independently submit an abstract and receive acceptance to present at a peer-reviewed conference may qualify for conference reimbursement. Approval from the Dean is required prior to submission of the abstract. Such approvals shall not compromise the funding available to support full time faculty scholarship. Faculty may qualify for more than one such trip in any given academic year but the total travel allowance must not exceed \$1800.00. Full time faculty may receive an additional \$500 for expenses incurred if they are selected to present at an international peer reviewed conference that is being held outside of the contiguous United States and funding is available in the School's budget. Professional Development Faculty shall receive reimbursement for expenses incurred in the amount of \$750.00 for attending an academic conference once every three years. Faculty members are encouraged to apply for additional reimbursement that may be available from the university. Professional staff and administrators shall receive reimbursement for expenses incurred in the amount not to exceed \$500.00 to attend a professional conference of their choice annually. Reimbursable expenses include registration, transportation, meals, and lodging. When there are budgetary constraints on travel

reimbursement and other resources, faculty, instructors, and administrators will receive priority for reimbursement as follows:

- faculty members who received a recommendation by the FEC during their third year review to increase presentations at regional/national conferences;
 1. faculty members who are working toward, but do not yet have, their first continuing contract shall have priority to present at three conferences during their first five years of employment; and
 2. Faculty members who did not present at or attend a conference in the current year shall have priority the next year over faculty who did receive reimbursement for travel in the current year.
 3. Priority status for the following academic year will be reviewed by the Dean pursuant to these guidelines at each faculty member's annual performance review. During the annual performance review, faculty members will inform the Dean of their intention to attend a conference, submit a proposal(s), or both. Reimbursement for presentation at more than one conference a year that exceeds the guidelines described above will be permitted only upon FEC recommendation, the availability of funds, and with the Dean's approval.
- We have been giving \$1,200 but I'm thinking of raising it to \$1,500. Will be interested to see your results.
- I have been able to provide \$2500 each year to every faculty member (tenure track and clinical, alike) if they are presenting at state, national or international conferences.
- I leave it to the faculty to decide where they want to travel for faculty development. Their travel must be aimed at increasing their capacity as scholars and teachers but does not require (and consistent with state law). Everyone has a faculty development account of \$3500 a year that they can use for travel or other expenses. No traveling to the beach for a study group--most all travel has to be to a university or conference.
- I try to give everyone \$1,000 for travel within the US. If it involves foreign travel I will have to provide additional funds. I expect the faculty to deliver a paper but will fund the travel if they provide some other reasonable justification.
- We are able to provide \$2,000 annually to cover travel, memberships or other professional expense for all FTE faculty members. I sign off on all travel to ensure it is used for presentations at conferences so the Schools name is being seen as part of scholarly presentations. Most faculty use it mainly to travel to present at conferences.
- Because of budget constraints, I have restricted travel funds for faculty this year. All faculty members are budgeted \$1000 for professional travel. Assistant Professors receive the funds when they attend a professional conference or workshop. Senior faculty must participate in the conference (paper, poster, workshop, etc.) in order to draw down the funds.
- Historically we have had substantial indirect costs returned to us to help with this, so I have been able to send most faculty to one out-of-state conference per year. At this point the university is experiencing some financial challenges this year, so I have

curtailed travel. I am only sending faculty members to meetings that are important to the program.

- My college provides \$1300 in travel for conference presentations/professional development for all faculty. Because some faculty don't use their \$\$, I am able to provide a bit more than that (\$200-300) as needed.
- We offer up to \$1000 annually (to help match what is available through the university \$1600).
- Faculty in our program get a set amount per year: \$900.00 to spend on development. It can be a conference, supplies, travel, etc.
- The way it works here is that the College allots each faculty member \$800 each year which can be rolled over once. Faculty can apply to the college for travel money for specific events. Our department covers the difference for people who are presenting.
- We give \$1000 per year to all researchers. They can spend on travel to conferences in any way they want. However, there is another pot of funds that they can apply for annually. Being awarded this money (up to \$500) is based on a review of the research to be conducted. It is also competitive across our four departments that make up the College
- 1) FACULTY: For peer-reviewed paper/presentation: \$1,600 for one conference; 2,200 max for 2 or more in the year 2) PHD STUDENTS: \$800 for one conference; 1,100 max for 2 or more.
- 40 per mile...we are private non-profit. Travel must be outside 15 mile perimeter for field visits. Anything past is compensated. Food is only provided for overnight travel.
- We provide \$1000 for faculty development for each faculty member per year. There are no strings attached.
- We have two tiers of travel funding. The university provides \$1200 annually per tenured/tenure track faculty but they must present at the conference. Then I keep about \$30,000 in a separate account to support travel using the presentation criterion. Another criterion I use is to support travel when a person is in a high-level leadership position in a national organization (CSWE, SSWR, NASW, other). With a TTT faculty of 32, the reserve wouldn't go very far but since many of my faculty have grant funding that includes travel, I get some savings. With these savings, I can also to support my non-faculty travelers to conferences, such as academic advisors, admissions, recruitment, development, and communications.
- Right now, it is \$800 for profession development 'no presentation and \$1200 for presentation. But with the university wanting to have non-tenure track faculty be treated more equally (and I agree) I am thinking we need to look at our process since it has historically been for tt faculty.
- We allow \$1400 for faculty travel. It can be split for a number of conferences. For tenured faculty, their name needs to be on a program as a presenter/facilitator. For junior faculty, they can just attend, but more often than not, they are also presenting. If I

have extra funds, I do try to give additional financial support, but faculty do not ever assume.

- We just raised our total to \$2,000 per year. No requirements, but most present. For search committee travel to meetings, I pick it all up. Those who teach online for us qualify for an additional \$1,000.
- Each faculty member receives a budget line-item of \$1000 per academic year for professional development. The faculty senate also has a professional development fund that faculty may apply to for assistance with costs of travel, conference registration, etc. Award amounts vary but the fund generally grants a percentage of the cost for paper presentations, mandated conferences for program coordinators, etc. I insure that there is enough money for the BSW Coordinator and Field Coordinator to attend BPD and CSWE - after they have used available funds. How much of this goes for actual travel - mileage, plane tickets, etc. - varies by faculty member.
- We allow all tenure-track and non-tenure-track faculty \$1500/annually for professional development. There are no formal requirements. Additionally, program directors may attend an additional conference annually related to their role. This may be changing in the future, as we are likely to have reduced resources, and we will need to prioritize. Hope this is helpful.
- We give \$1500 per year
- Tenure-track & visiting faculty receive \$1,150 ($\$1,150 \times 7 = \$8,050$) (10 account) Full-time Oxford instructors receive \$700 ($\$700 \times 1 = \700) (10 account) Outreach tenure-track faculty receive travel funding from Outreach Full-time Outreach Instructors receive travel funding from Outreach. Faculty and full-time instructors who present at the Conference will receive an additional \$500 for travel (25 account). Faculty and full-time instructors presenting at international, national, regional, and state conferences may apply for additional departmental travel funds (25 account). Faculty are encouraged to supplement travel funds from other funding sources such as ORSP at the University of Mississippi. Faculty and full-time instructors serving an essential function for the University Department of Social Work (BSW Program Director, MSW Program Director, Field Director, members of the search committee, etc.) will be funded in order to perform essential work on behalf of the Department (at BPD, CSWE, SSWR, etc.) (25 account). Students presenting papers are encouraged to apply for travel funds from the Graduate School. Funds secured through the Graduate School will be matched by the Department of Social Work (25 account). **Faculty travel funds are contingent on annual budget allocations and may vary from year-to-year. Funds will be allocated to faculty on a first come / first serve basis. Please submit Travel Authorization forms as soon as possible.**
- We set aside up to \$1200 per full-time faculty member (and a smaller amount for staff professional development activities/travel). We do require an accepted paper/poster, or significant service responsibility (i.e., CSWE leadership councils/commissions, national org leadership, or faculty search work). The challenge I'm wrangling with now is what criteria to use for those faculty who do not have a scholarship assignment (i.e., full-time teaching faculty), who - nonetheless - might directly benefit from and use in their work knowledge

and skills gained at a meeting/workshop. Any good ideas you have in that regard would be welcome.

- As my budget is pretty tight I am able to give faculty \$750.00/year.
- The Department Chair (signatory officer) reviews and approves all travel authorizations and reimbursements. We provide \$1300 per academic year that faculty can use if they are presenting a paper.
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N=32

27 Research High or Very High