



## MEMORANDUM

**TO:** Department Chairs

**FROM:** Jeannine Durdik, Associate Dean  
Fulbright College

**DATE:** August 6, 2019

**SUBJECT:** Faculty Travel Requests for 2019/20

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Here is the link to the forms and guidelines for requesting travel support for Fulbright College faculty: <http://fulbright.uark.edu/deans-office/faculty-and-staff/faculty-forms.php>. Trips to **national or international meetings** where research papers or creative works are being presented will be funded. We will attempt to fund these trips up to \$1,000. Please note that there will be only one travel award per faculty member. Each faculty request must be accompanied by a **one**-page résumé summarizing publications and paper presentations, or other evidence of creative activities, for the past three years. The departments will fund travel as they are able.

Individual requests and the departmental summaries are due in the Dean's office no later than **Wednesday, September 4, 2019.** Please bring hard copies of the travel requests to Debbie Power.

Thank you.

# GUIDELINES FOR FULBRIGHT COLLEGE FACULTY TRAVEL

Participation in professional meetings by faculty members is recognized as valuable to teaching, research, and other scholarly activities. Such participation should enhance the reputation of the individual and the University.

Since funds available have been insufficient to meet all requests, the College Planning and Fiscal Committee will use the following criteria for allocations:

- Requests for support for all travel for the period of October 1, 2019 to September 30, 2020.
- Requests received after the deadline may not be funded as initial requests may have exhausted all available funds. (NOTE: This is a travel year definition that is intended to address the problem of summer funding. If there is any uncertainty about time, place, or costs, best estimates should be given.)
- All requests and reimbursements are subject to University travel regulations.

## Eligibility

- Due to budget restrictions, only 100% appointed, tenured and tenure-track faculty members are eligible and preference is given to those who present a research paper or creative work to national or international meetings. Participation as a panel discussant or session chair is ordinarily not sufficient to merit College funding.
- In the event of a joint appointment with another college within the University, the funding will be proportional to the percentage of the individual's appointment in the College.
- Budget restrictions prevent support of travel to other institutions for the purpose of conducting study or research.

## Funding

- International travel is eligible for funding during the 2019/20 year on the same basis as domestic travel.
- The maximum allocation for one trip is \$1,000.00
- Any funds accruing from canceled trips or from savings made in authorized amounts will revert to the College travel account.
- Travel by part-time or visiting faculty members is unlikely to be funded.
- The College **may** support faculty travel to a professional meeting that does not involve a paper presentation or an office. A request of this nature must be supported by a letter from the faculty member's chair justifying the funding.

## Procedures

- Requests are to be made on the **2019/20 Faculty Travel Request Form** on the College website: <http://fulbright.uark.edu/facultystaff/index.php>
- To substitute an approved trip, faculty must submit a **new** “Request for Funds,” accompanied by a memo explaining the change and send to Dean’s Office for approval. Due to the number of faculty members who request an “after the fact” substitution for their approved trips, the policy in this office is that if the date has passed for which funding was approved and no request for travel authorization was made, that sum of money then reverts back into the ARSC Faculty Travel account. **We will strictly adhere to this policy during the travel year**, since there are always more trips requested than we can fund.
- All requests must be accompanied by a one-page résumé summarizing publications and paper presentations, or other evidence of creative activities for the past three years.
- Department chairs are to review and endorse requests to ensure compliance with these guidelines as well as the appropriateness of the travel.