

NTT GUIDELINES FOR FULBRIGHT COLLEGE FACULTY TRAVEL REQUESTS

October 1, 2023 – September 30, 2024

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.

A limited amount of competitive funding is being provided by the Fulbright College Dean's Office for Non-tenure Track Faculty. The College Planning and Fiscal Committee will use the following criteria for allocations:

- Requests for support for all travel for the period October 1, 2023 – September 30, 2024.
- 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, priority will be given to support of travel for 100% appointed, non-tenure track Fulbright College faculty members who have fully **already completed at least three years of full-time service** who present a research paper or creative work to regional or national meetings.
- 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 travel year on the same basis as domestic travel.
- The maximum allocation for one trip is \$1,500.00
- Any funds accruing from canceled trips or from savings made in authorized amounts will revert to the College travel account.
- Travel by part-time faculty members will not 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 **NTT Faculty Travel Request Form**.
- To substitute an approved trip, faculty must submit a **new NTT Faculty Travel Request Form** accompanied by a memo explaining the change and send to the Dean's Office for approval (ATTN Debbie Power at dlpower@uark.edu) . 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, paper presentations, workshops, 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.