Policy on College of Architecture Support for Faculty International Travel for Peer-Reviewed Presentations

Mission -
To provide faculty development support for peer-reviewed presentations that require international travel. The College of Architecture will address this mission in a procedural framework that seeks fairness, equity and cost effectiveness. Requests for funding are reviewed by the Assistant Dean for International Programs with oversight from the College Executive Leadership Team (CELT).

Definitions (for use in this policy) -
- Faculty: Assistant Professors, Associate Professors and Full Professors. This applies only to full time faculty on 12, 10.5 or 9 months contracts and faculty in regular or extended faculty development leave.
- International: All destinations outside the US. This includes Mexico and Canada. Note: Alaska, Puerto Rico and Hawaii are domestic destinations.
- Peer-Reviewed: Content that has been subject of review by a group of peers with the objective of assessing its merit for publication and/or presentation in professional or academic meetings. Typically this will include refereed conference papers/posters, and invited keynotes or round table main presentations.

Eligibility –
(Exceptions will only be made on a case-by-case basis with full review of the CELT).

- Priority of funding will be given in the following order:
• Tenure Track Faculty
• Associate Professors
• Professors
• Other

- Faculty traveling internationally in order to present peer-reviewed content.
- International travel can include reasonable domestic segments.
- International travel can be originated at an international location.
- Refundable costs may include:
    • Air travel in economy class
    • Local transportation of reasonable nature and class
    • Conference registration including conference documentation (book of proceedings) and social program.
    • Individual hotel room and individual consumption at restaurant(s) / snack bar(s) for a relevant number of days and of reasonable nature up to the maximum allowable rate as determined by the US Department of State. Note: Alcoholic beverages are not refundable.
    • National Tourist or Airport Taxes.

Policy -
- The College of Architecture will review International Travel Funding Requests that are consistent with the definitions and eligibility parameters stated in this document. The funding available will not exceed $3,600 dollars per academic year (September-August) and $2,400 per trip, per faculty. These amounts will be reviewed on an annual basis in order to reflect faculty needs and available resources. Several trips may be funded in fully or in part through this policy. All awards are contingent upon the availability of travel funds and are not guaranteed under this policy.

Provisions -
- In order to facilitate adequate planning in the allocation of funding for international activities, faculty will be asked to provide a forecast of their traveling needs (including cost estimates) at the beginning of every academic year. Requests for travel that have been forecasted will have priority for funding.
NOTE- All faculty international travel requires the submission and approval of a "Request for Travel" form. **The forecast alone is not sufficient.**

- International Travel Funding Requests will need to include a statement that puts on evidence how the purpose of the trip contributes to the faculty development strategy of the individual and the mission of the Department, College and University.
- The College will not review requests from faculty with pending reports on their actual expenditure in previous trips.
- Faculty may request supplemental funding for an unexpected expenditure as long as the expenditure is considered relevant to the original purpose of the trip and funding remains to be available.
- In the case of domestic trips to Hawaii, Alaska, and Puerto Rico, the College will review requests that provide departmental matching funds.
- Under special circumstances the College may fund an individual trip beyond the $2,400 limit.
- Under special circumstances the College may review requests from Senior Lecturers presenting peer reviewed material related with their teaching responsibilities (additional Departmental justification may be required).
- Faculty that have Start-up Packages, that guarantee annual discretionary funds for international travel (for peer-reviewed and non-peer-reviewed related activities), can additionally apply for funds administrated by the College (subject of this policy). Faculty must however make use of their Start-up funds **before** applying for additional College travel funds. The awarding of additional College travel funds to faculty with Start-up Packages is contingent upon the availability of travel funds and is not guaranteed under this policy.

Trip Documentation

The following documentation shall be provided to faculty member's Department and College with the request for financial support:

- Written evidence of acceptance of the proposed paper or presentation (acceptance notifications)
- an abstract for the presentation or poster proposal
- a description of the conference (submit a conference schedule, brochure, etc.)
- a schedule of deadlines for the conference (submit due dates for the abstracts, paper, revisions etc.)

The following mandatory information shall be submitted after the presentation:

- a copy of the conference proceedings, published abstract and expected outcomes if a poster session.
- the bibliographic citation for their article/paper/etc. within 30 days of returning from the event.
- The information collected will be entered into the college's website, and electronic copies will be maintained for the use of the Research Symposium planning staff.

- Faculty who fail to provide this information will not have their future requests funded.