
OFFICE OF THE PROVOST

INTER-OFFICE

MEMO

To: Deans

From: Dr. Vinton Thompson, Provost and Vice President for Academic Affairs

Subject: New Rules Governing Faculty Travel

Date: October 5, 2007

Effective immediately the following rules govern support for faculty travel:

- a) There will be two categories of faculty travel for professional development:
 - 1) For cases involving relevant and significant scholastic paper presentations, as determined by the dean, the maximum shall be \$1,000.
 - 2) For "active participation", as deemed relevant by the dean, the maximum shall be \$500.
- b) Faculty members traveling while they are scheduled to teach may not miss the equivalent of more than one day of classes per trip and must arrange travel schedules accordingly (any exceptions to this rule must be approved by the provost/VPAA).