

CTE Faculty Travel Fund Guidelines

The purpose of the CTE Travel Fund first and foremost is to support faculty work and creative pedagogical activities. It is also hoped that such support will help to strengthen and enhance Nazareth College's local and national presence. These funds are intended to complement monies already available through the department, by focusing specifically on conferences where it is possible to showcase teaching, teaching scholarship and curricular initiatives. Possible conferences include those aimed at discipline specific or general higher education audiences (e.g., CUR, AACU, PKAL, etc.). Faculty who will be reporting on their teaching, teaching scholarship, or other projects at such conferences will be given priority. However, faculty members who are chairs or organizers of conference sessions are also eligible for consideration, as are those who simply would like to attend.

To ensure fairness and equity throughout the college, a standard set of guidelines will be used for all requests. The call for submissions will occur in mid-October each year. Decisions will be made by the end of the Fall Semester. Attendance at conferences that occur prior to October are eligible for the funding and will be reimbursed if they are competitive and fall within the guidelines.

Guidelines:

- Any faculty member is eligible provided they will continue to hold a teaching position for one year past the term of the award.
- Priority will be given to:
 - Applicants who have no alternative sources of support (i.e., those who *will not* have departmental funds for the proposed trip).
 - Those who are presenting peer-reviewed papers at national or international pedagogical conferences (i.e., those that are aimed at general higher education audiences or are discipline specific).
 - Applicants who have not recently received support from this program. (The application form includes an item for each applicant to indicate his/her recent support history from the program. If we receive more qualified applicants than funds available, the highest priority will go to applicants who have not received an award in the last three years, with subsequent priority being assigned to those who have received one award, then two awards, then three awards.)
 - Junior faculty, who are encouraged to apply for these funds.

To be considered for these funds, please complete the attached application, and submit to CTE by 30 November 2009.

CTE Faculty Travel Fund Application

Name of Applicant:

Department:

Position:

Conference title and theme:

Location:

Sponsoring organization:

Rationale for attending:

Will you be presenting? Y N Title:

If yes, please supply abstract.

Do you have a role at the conference other than as a presenter? Y N

If yes, please explain fully.

Total Costs:

Airline Tickets:

Personal auto/number of miles _____ at \$_____ per mile

Auto Rental:

Hotel Rooms:

Number of Days:

Registration:

Meals:

Parking:

NOTE: In preparing applications, faculty members are expected to follow the College policies and guidelines governing travel, such as most economical modes of travel and accommodation.