

Department of Communications
Travel Policy and Funding Allocation, AY 2014-2015
From: Doug Swanson, Interim Chair and Jason Shepard, Chair-Elect
April 24, 2014

Available Funding

Travel funding for the academic year 2014-15 will be \$42,350. This is in line with 2013-14 funding.

A share of travel funding will be available to each of the 29 full-time faculty members who are not participating in FERP. Travel funds will be awarded as follows:

The total sum of available funds -- \$42,350.

Distribution of Funds

Each tenured or tenure track faculty member starts with a full share of \$1,500. Shares will be adjusted based on the faculty member's rank/ tenure status and urgency of need for published research. See the explanation below.

Tenured full professors no longer suffer from 'publish or perish' and their salaries are generally higher than lower-ranked faculty members. Tenured professors will have their shares reduced by 10% (\$150.) to total \$1,350 each.

Associate professors with tenure have a well-established research agenda, but they still need to have conference presentations and publications. To help facilitate scholarship, they will have their shares increased by 5% (\$75.) to total \$1,575 each.

Non-tenured associate and assistant professors have the greatest urgency for conference presentation or publication. In recognition of this, they will have their shares increased by 20% (\$300.) to \$1,800 each.

Full-time lecturers are not contractually obligated to conduct research or attend conferences. However, the Department will support such activity. Each lecturer will receive a share of \$1,300, which is a reduction of approximately 13%.

- **Qualifying faculty members may use all allocated funds for one trip, or they may direct the Department to apply funds proportionately to multiple trips.**

Rationale

Based on last year's processes and suggestions for changes, this revised funding formula is based on the following priorities: 1) supporting and encouraging scholarly and creative activity; 2) weighting funding toward tenure-track and associate professors who need to present research for promotion; 3) ensuring transparency; and 4) making a more equitable distribution of available funds across the entire faculty.

How to Apply for Funds

- **All qualifying faculty members must submit a tentative travel plan to the Department no later than June 1, 2014, reflecting all planned travel during the 2014-15 academic year. Provide the information show on the following page.**
- **Any qualifying faculty member who does not submit a tentative travel plan by August 18, 2014 forfeits his/ her travel funds.**
- **No travel funds will be approved for disbursement until a travel plan is received (to be followed by all the standard CSUF travel documentation).**

Travel funds will be available for disbursement for trips beginning on July 1, 2014 and for travel through June 30, 2015.

Tentative Travel Plan

Faculty Member Name _____

I plan the following travel during academic year 2014-2015:

Dates	Conference/ Event/ City	Details of Participation	Total Estimated Reimbursable Travel Expenses

- **All qualifying faculty members must submit a tentative travel plan to the Department by June 1, 2014, reflecting all planned travel during the 2014-15 academic year.**
- **Any qualifying faculty member who does not submit a tentative travel plan by August 18, 2014 forfeits his/ her travel funds.**
- **No travel funds will be approved for disbursement until a travel plan is received (to be followed by all the standard CSUF travel documentation).**

Please submit this completed form to Dr. Jason Shepard, Chair-Elect.