

## Tennessee Tech University

### Guidelines for Requesting Travel Support from Faculty Development Fund

#### **I. Purpose**

The purpose of the Tennessee Tech Faculty Development Fund is to meet the mission of the university and to assist faculty in improving performance and support career advancement as educators and scholars. The Faculty Development Fund is a source of support for travel when faculty present scholarly papers or peer-reviewed work at state, national, or international professional meetings. By supporting faculty in the dissemination of their research or creative activity at professional meetings, the Faculty Development Fund helps increase the visibility of the institution.

#### **II. Eligibility**

All full-time tenured and tenure-track faculty members are eligible to receive travel support from the Faculty Development Fund. Lecturers who are involved in scholarly activities are also eligible. Other ranks will be considered on a case-by-case basis. Those faculty in tenure-track positions or those who are eligible for promotion in ranks will be prioritized based on funding availability.

#### **III. Qualifying Professional Development Events**

Faculty Development Fund provides travel support to faculty members presenting their research or scholarly creative work at regular meetings of state, national, or international professional societies or events of similar status.

#### **IV. Request Process**

1. All requests must be submitted using the request form. A outline of the form questions can be found here.
2. All requests will be sent through the various (Chair/Director to Provost) based upon request specifics and funding needs.
3. The Faculty Development Fund is intended to supplement academic unit funds; therefore, it is strongly encouraged that the department/school, college, center(s) of excellence, and research grant provide primary financial support.
4. Signed application forms and supporting documentation should be submitted via the form linked above.
5. Approval of travel is based on available funds and is an on-going process. Upon approval, faculty will be responsible for paperwork associated with reimbursement.

6. Once approved, Tennessee Tech University affiliation and the Center for Advancing Faculty Excellence should be acknowledged on any presentation, poster, and/or publication.

Although travel funding availability for the Faculty Development Fund varies each year, we encourage faculty to take advantage of the available resources. For any questions pertaining to this guideline, please contact the Center for Advancing Faculty Excellence at [cafe@tntech.edu](mailto:cafe@tntech.edu).