

CHES Faculty Professional Membership and Travel to Professional Meetings

To remain up-to-date and effective scholars and/or teachers, the College of Human Environmental Sciences (CHES) encourages faculty to participate regularly in external scholarly and professional development activities. In support, CHES will provide funding for participation in these activities according to the following guidelines.

For fulltime faculty, CHES will support professional memberships and travel to professional meetings. All faculty are eligible for reimbursement for travel expenses during the academic year¹. Persons on unpaid leave or who hold visiting, adjunct, or part-time appointments are not automatically eligible for reimbursement although requests may be reviewed on a case-by-case basis.

When funds are used for travel to professional meetings, faculty should be active participants whenever possible as evidenced by their presenting scholarly work, serving as a panel discussant or chair, serving as an officer of a professional association, or playing another significant role in the proceedings. Giving an invited lecture at another university does not qualify for use of these funds, unless the event includes a collection of faculty from several different universities.

When funds are used for membership in a professional association, faculty members are encouraged to hold or pursue visible roles in the organization and should be regular attendants at the meetings sponsored by that association. Further, these memberships should clearly reflect the faculty member's core area(s) of expertise (e.g., as evidenced by a history of attending an organization's regular meeting, being an officer in the association, etc.)

Reimbursement is available for the following expenses²: a) professional membership annual fees, b) registration fees for professional meetings, c) transportation expenses (e.g., airline tickets, mileage, etc.), d) lodging expenses, e) meal expenses (as allotted by the university's standard per diem), f) ground transportation and parking.

Any request for reimbursement must be accompanied by proper receipts as per normal university requirements and should be made within 30 days of completion of a trip, payment of membership dues, or the end of the academic year, whichever occurs earliest. When reimbursement will be sought, it is the faculty member's responsibility to provide his/her department chair with advance notification of plans to attend a professional meeting or to purchase/renew a professional membership.

There is no limit to the number of professional meetings or associated memberships for which a faculty member can seek reimbursement provided the total amount of reimbursement sought does not exceed to maximum allotment for that faculty member. Any unused funds will expire at the end of the academic year. There is no carryover of funds from one year to the next or transfer of funds from one faculty member to another.

¹ Academic Year defined as Aug 1 to July 31

² Faculty are expected to be good stewards of these funds and to incur reasonable expenses.