

Dean's Travel Award

Each academic year, dependent on budget, the Dean provides a travel award to each Tenure/ Tenure Track faculty in the College. The amount of this award is determined each summer and shared with Department Chairs so that they can inform their faculty.

Requirements for Dean's Travel Award:

- Faculty must be presenting their scholarly work
- Travel must occur before the end of the fiscal year (June 30th)
- Unused funds do not "roll over" to the next fiscal year

Process for using Dean's Travel Award:

- Faculty must follow the current travel request process which can be found on the COE website under Faculty Resources
- Faculty indicate that they are using Dean's Travel Award on their travel request in the comment section of the Header. This comment must include how much of the Dean's Travel Award they will be using and if they have other funding sources for any amount exceeding the award.
- The following chart field will be inputted for Dean's Travel Award funding:
 - Division: 10237
 - Department: 10370
 - Fund: THEFD
 - Class: left blank
 - Program: 5278
- APA Citation for presentation must be included in the comments section (in the Header) of the travel request within Concur

Full-Time Lecturers have an opportunity to receive funds from the Dean's Office to support professional development. Each Fall, the Dean will send out a call for proposals.