Travel to conferences is important to faculty development as well as to the promotion and tenure process. The School of Education and Professional Studies (SEPS) actively supports faculty conference travel. The paragraphs that follow provide detailed information on SEPS’ travel policies and funding program.

The policies outlined here are for conference travel using AAUP and supplemental SEPS travel funds up to $1500. The amounts below represent the maximum level of AAUP travel funding for the current academic year, no matter how many conferences you attend. This is the combined total from both your department travel account and support from the Dean’s office. For budgeting purposes, the funding year extends from July 1 through June 30 for any given year. This level of funding will remain in force as long as funds are available. Given funding reductions, we cannot guarantee that supplemental SEPS travel funds will be available for faculty who wait to submit travel authorizations.

Supplemental SEPS travel funding will be approved **ONLY** for paper and/or poster presentations at conferences. It will not be approved for chairing sessions or acting as discussants at conferences when no paper or poster is delivered. Conference attendance when the only activity is a presentation as an invited/guest speaker may be funded at the discretion of the Dean or his designee.

**Priority Funding for Faculty (paper or poster presentation only)**

1. Non-Tenured Assistant Professor
2. Tenured Assistant Professor
3. Tenured Associate Professor
4. Tenured Full Professor

**Funding Maximums**

- Deliver paper or poster $1500
- Part-Time faculty travel $750

Please note the following when submitting your travel authorizations.

- All travel authorizations must be submitted to the Dean’s office at least 14 working days (M-F) prior to your date of departure. NO SUPPLEMENTAL TRAVEL FUNDS will be available to faculty who fail to meet this deadline.
- All travel authorizations must be accompanied by a completed SEPS Addendum form. The department chair must sign the form prior to submission. Travel authorizations that arrive without an addendum will be returned to the individual faculty member. The form can be found on the SEPS web page or obtained through your department chairperson.
- All travel authorizations must include a verification of your role at the conference.
  - Conference attendance: Include a copy of a printed announcement or web page on the conference.
Presenting a paper/poster. Include documentation (letter, email, program page, or web page printout) that verifies your role in the conference.

If you are presenting a paper and the written verification does not include the title of your paper, please enter the title on the School of Education and Professional Studies Addendum.

- In the interest of maintaining the highest quality of instruction for our students, educational leave for conference/workshop attendance during the fall and spring academic semesters should be limited to 5 working days. If that poses a problem, please contact the Dean’s Office to discuss the matter.
  - Maximum educational leave for those who are teaching during summer session is a total of 2 class days.
  - No educational leave is allowed during the winter session for those people who are teaching winter session courses.

- The available SEPS supplemental travel funding will be split so that faculty attending spring/summer conferences have equal funding access to those attending fall/winter conferences.

- Please note that the supplemental travel funding WILL RUN OUT. Faculty members are thus encouraged to plan ahead and to submit travel authorizations in a timely manner.

The academic merit of conferences may be taken into account in decisions concerning the allocation of supplemental travel funds. This is especially true of conferences with no link to academic journals and/or with no links to professional organizations. Of special concern are conferences where the location seems to be the only noteworthy thing about the conference. The use of operating funds for faculty attendance at such conferences will be at the discretion of the Dean or his designee.

Additional Information

The travel budget is based on the AAUP contract. The CCSU-AAUP contract has travel policies within articles 9 and 12. You can access the contract online (CSU/AAUP Contract @ http://ccsu.csuaaup.org). The Dean of School of Education and Professional Studies allocates these funds at beginning of each fiscal year (July 1). AAUP travel money does carry over from year to year. Departmental surpluses will be considered when decisions are made concerning future funding allocations. Deficits are not permitted in the AAUP travel accounts. Money cannot be transferred from travel into OE/DPS or vice versa.

What happens if I run out of travel funding but still want to go to a conference?

If you run out of travel funding but still have conference plans then you have three options. The first is to pay the cost yourself. The second is to contact your chairperson to see if he/she can provide any additional funding out of the department’s operating budget. The third is grants. CCSU grants office website is http://www.ccsu.edu/page.cfm?p=2076