

## **DEPARTMENT OF POLITICAL SCIENCE TRAVEL FUNDS ALLOCATION POLICY**

The distribution of travel funds to University of Texas Rio Grande Valley faculty is intended to promote scholarship and engagement of the faculty in the global community of scholars. Funds are allocated by the University on the basis of the number of tenured and tenure-track faculty in the department.

### **1. Eligibility**

- a. All tenured and tenure-track faculty are eligible to apply for travel funds. At its discretion or at the direction of the department Chair, this may be expanded to include three-year and one-year lecturers.
- b. Funding will only be provided to faculty who are making a presentation, such as a paper, workshop, roundtable, or author-meets-critics session. No funding will be provided for poster sessions or simple attendance.
- c. If funding is available, additional funds may be provided for taking on additional responsibilities at a conference such as acting as a discussant or sitting on a second panel or roundtable, as noted in 3.c., below.

### **2. Procedures**

- a. The Chair of the Travel and Scholarships Committee will issue a call to faculty for information about their intentions for travel no later than September 15. In order to receive funding, faculty must notify the Chair of the Travel and Scholarship Committee by September 30 of their travel intentions for the year. (It is understood that some of these intentions may be based on speculation, particularly for summer travel.)
- b. Faculty whose conferences are early in the Fall semester (e.g., American Political Science Association) should notify the department Chair, who will allocate funds to them based on the prior year's standard allocations.
- c. The Travel and Scholarship Committee will give the department Chair a list of faculty and the amounts allocated to each no later than October 31. Each faculty member receiving funding will then be notified of the amount they will be eligible to receive in the current fiscal year.
- d. Faculty should notify the Travel and Scholarship Committee when their plans are either confirmed or changed.
- e. The Chair of the Travel and Scholarship Committee will issue a second call at the beginning of the Spring semester with a January 31 deadline. At this time, faculty will need to confirm plans for the spring and summer and indicate any other changes to their originally stated intentions. The Travel and Scholarship Committee may then use this updated information to reallocate funds.

### **3. General policies**

- a. All tenured and tenure-track faculty should be able to receive some funding to support conference travel.
  - i. New faculty who receive start-up grants may be excluded.
- b. Policies should be applied on an equal basis to all faculty members.

- c. The Travel and Scholarship Committee may establish a base award for a faculty member attending a single mainland U.S. conference, and allocate additional amounts to account for various factors including:
  - i. International conferences
  - ii. A second conference
  - iii. Taking on additional responsibilities such as acting as a panel discussant, presenting a second paper or roundtable
- d. All relevant policies of the University of Texas Rio Grande Valley Handbook of Operating Procedures regarding travel (section ADM 10-602) are included as part of these policies. Faculty are advised to acquaint themselves with the provisions of those policies.

*Approved by Department of Political Science, April 8, 2016.*