The following guidelines will be applied during 2019-2020:

1. Full-time faculty may apply for funding from the COE for one professional meeting for 2019–2020. A request for additional travel support may be submitted to the department chair. All such requests must be responsive to the conditions set forth by the department chair and will be considered for support based on the procedures set forth by the department chair and available funding.

2. Requests to the COE Travel Committee will be considered from tenure-track and tenured faculty before requests from non-tenure track faculty (i.e., Visiting Faculty and Clinical Faculty with 3+ years of full-time service). Although not anticipated for 2019–2020, in the event of a significant reduction to travel funds, requests for COE funding will be considered by the Travel Committee in order of priority from tenure-track faculty, tenured faculty, and non-tenure-track faculty. [N.B.: Full-time Lecturers as well as Visiting Faculty or Clinical Faculty with less than 3 years of full-time service may seek funding from their department chairs.]

Tenure-track and tenured faculty:

3. Requests from tenure-track and tenured faculty must be to support presentation at a professional meeting of a regional, national or international association. The presentation must be accepted following completion of a competitive peer-review process. Invited presentations or addresses must be confirmed in writing by the association responsible for the meeting. Support for faculty participating in a panel presentation or symposium will be supported if the panel presentation was selected based on competitive peer review and each presenter is identified as a Towson University faculty member in the meeting’s official program. In all cases, it is the responsibility of the department chair to confirm the appropriateness of the meeting and of the review process.

4. Support for professional travel by tenure-track and tenured faculty will only be provided to the faculty member identified as a Towson University in the meeting's official program; appropriate exceptions for two presenters may be accepted if justified by the nature of the presentation. The basis for such exceptions should be included in the travel request and include evidence that the department chair has reviewed and approved this request prior to its submission to the COE Travel Committee.
5. Organizational leadership activities (e.g., membership in an Executive Board whose meeting(s) occur during the conference) may be supported with documentation.

6. If the faculty member received COE funding during 2018-2019, a request for travel in 2019-2020 must be accompanied by documentation that a manuscript has been submitted for publication to an appropriate reviewed journal sometime between September 1, 2018 and September 20, 2019. Book chapters or books may also be submitted to meet this requirement. Submit only the first page(s) of the publication that clearly indicate(s) the date published or an email documenting that it was submitted. The department chair must confirm that this condition has been met. [N.B.: New policy - The manuscript submitted does not need to be based on a conference presentation.]

   If the faculty member did not receive COE funding during 2018-2019, but received COE funding in either of the two preceding years (2016-2017 or 2017-2018), the request for travel in 2019-2020 must be accompanied by documentation that a manuscript has been submitted for publication to an appropriate reviewed journal since the 2016-2017 or 2017-2018 award. Book chapters or books may also be submitted to meet this requirement. Submit only the first page(s) of the publication that clearly indicate(s) the date published or an email documenting that it was submitted. The department chair must confirm that this condition has been met.

   Funding for 2020-2021 will be contingent on documentation that a manuscript has been submitted for publication to an appropriate, reviewed professional journal. Book chapters or books may also be submitted to meet this requirement.

Non-tenure track (Visiting Faculty and Clinical Faculty) faculty:

7. Full-time faculty holding non-tenure track (Visiting Faculty or Clinical Faculty) positions in the COE for a minimum of three years of service may request COE funding for travel to professional development opportunities related to areas of expertise and teaching/supervisory assignments. Requests for such support must specifically identify the link between the substantive focus of the experience and expected instructional benefits. All such requests must be responsive to the conditions set forth by the department chair and will be considered for support based on the procedures set forth by the department chair and available funding.

All faculty requesting travel support:

8. University policy makes explicit that faculty must be present for assigned courses. As stated in the Faculty Handbook:

   IX. Faculty Absences from Class. Absence for professional purposes and for personal reasons may be allowed at the discretion of the department chairperson. Arrangements for class coverage must be made and such absences may not be for more than five days unless approved by the Provost and Dean of the college.

   In recent years, the Provost’s Office has repeatedly reminded faculty that they cannot miss more than one week’s worth of classes for any assigned course. Thus, one cannot miss more than three (3) classes during the semester for a course that meets MWF; one cannot miss more than two (2) classes for a MW or TTh class or more than one class for a course that meets once/week. Exceptions to this policy must be approved by the Dean and Provost.
If a faculty member is to miss class, it is the chair’s responsibility to make certain that the students have been informed or that a substitute instructor has been identified and agreed to hold the class. Periodically, we find that students arrive at a class that has been cancelled and for which notification is a sign placed on the classroom door. Given that travel will be arranged long before that actual travel date, faculty may include the information on the class schedule or notify students some other way with a reasonable notification. The session before the class will not meet is not adequate notice. If a substitute is identified, students should be told that they are expected to attend the class.

Faculty travel will not be approved during the final exam period for any semester.

9. The travel application (signed by the department chair) and the Estimated Travel Expenses form should be submitted to Monica Pasko prior to allocation of department support. Department funds can be used to cover unreimbursed costs for appropriate faculty travel as defined by these policies.

10. Under most circumstances, funding from all sources will cover reasonable travel costs and room and board costs for a maximum of three nights. Requests for support beyond this period must be justified in the request and reviewed and approved by the department chair.

If you have questions or for further information, please speak with your department chair or Debi Gartland at dgartland@towson.edu (for matters relating to the COE Travel Committee).