



POLICY ON THE USE OF COLLEGE FUNDS FOR FACULTY TRAVEL

1. All faculty (Unit 3 employees) may apply for College travel money to attend conferences, workshops, etc. for professional development in teaching or service. Faculty are asked also to seek funding from university programs and divisions that support professional development.
2. College money will not be given for research (conference, collaboration, special training, etc.) travel for faculty who have research grants that fund travel.
3. Faculty with RS funds will be expected to use that money for research travel. Faculty whose RS funds are fully encumbered (i.e., explicitly and officially designated for use within the academic year), may apply for College money to cover research travel.
4. Faculty without other money (grant funding, RS funds, etc.) may apply to the College for money to travel for research.
5. Priorities include (not in ranked order) research travel for which:
 - a. The faculty member is making a professional presentation.
 - b. The faculty member is accompanying students who will present at a professional meeting.
 - c. The travel will lead to increased likelihood of successful grant funding.
 - d. The travel will lead to increased likelihood of successful publication of research.
 - e. The faculty member has probationary status.
 - f. The department chair has committed financial support.
6. The College will prioritize travel for professional development when it has substantial impact. Impact can be attributed to factors such as:
 - a. The opportunity meets specific needs of the college/department.
 - b. The opportunity will facilitate creation of a new course, new curricula, or course redesign.
 - c. The opportunity would substantially benefit a junior faculty member's teaching.

First approved CDC and Dean, CNSM – September 11, 2018.

Requests for travel funds can be made by completing the [CNSM Faculty Travel Funding Request form](https://csulb.qualtrics.com/jfe/form/SV_9YPQ8T0DUw1DZCR) at https://csulb.qualtrics.com/jfe/form/SV_9YPQ8T0DUw1DZCR.