



**Academic Affairs**

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## MEMORANDUM

To: Full-time Teaching Faculty

From: Liesl Jones, Interim Provost

Subject: Support for Professional Leadership Activities

Date: October 2024 - Updated

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Since the spring semester of 1999, the college has provided supplemental funds to support faculty development.

### Support for Professional Leadership Activities

In addition to the current \$1,000 reimbursement to conference attendees, the college supports up to \$750 (\$1,750 maximum) for travel to professional meetings and conferences that result from a full-time faculty member's election and/or appointment to a professional board or committee (national or regional).

Full-time faculty members must seek and obtain prior approval from the Interim Provost.

### Please note the following:

- Funds are limited and are allocated on a first-come, first-served basis.
- Documentation of professional leadership activities is required for reimbursement.
- Support for First-time Presenters and Support for Professional Leadership Activities cannot be used for the same trip.
- Standard travel regulations and policies must be followed

LJ:ej