

Tennessee Tech University

Guidelines for Requesting Travel Support from Faculty Development Fund

I. Purpose

The purpose of the TTU Faculty Development Fund is to meet the mission of the university and to assist faculty in improving their capacity and performance as teachers and scholars. The Faculty Development Fund is a source of support for travel when faculty present scholarly papers or peer-reviewed work at state, national or international professional meetings. By supporting faculty to present the results of their research or creative activity at professional meetings, the Faculty Development Fund helps increase the visibility of the institution.

II. Eligibility

All full-time tenured and tenure-track faculty members are eligible to receive travel support from Faculty Development Fund. Lecturers who are involved in scholarly activities are also eligible.

III. Qualifying Professional Development Events

Faculty Development Fund provides support to the faculty member who is presenting his or her research or scholarly creative work at regular meetings of state, national or international professional societies or events of similar status.

IV. Request Process

- All requests must be submitted using the Request Form for Travel Support from Faculty Development Fund. The Request Form is available for download at (https://www.tntech.edu/assets/userfiles/resourcefiles/13826/1464030457_Faculty%20Development%20Travel%20Fund%20Support%20Form%20Revised.pdf)
- All requests must be approved and signed by appropriate department chair/school director, and college dean.
- The Faculty Development Fund is intended to supplement academic unit funds, therefore it is strongly encouraged that the department/school, college, center(s) of excellence, and research grant provide primary financial support.
- Signed application forms and supporting documentation should be submitted by dean's office to the Office of the Provost, attn. Faculty Development Fund.
- Approval of travels is based on available funds and is in an on-going process. Upon approval, faculty will be responsible for the paperwork associated with reimbursement.
- Once approved, Tennessee Tech University affiliation should be acknowledged on any presentation, poster, and/or publication.

Although the funding for the Faculty Development Fund is limited, we encourage faculty to take advantage of the available resources. For any questions pertaining to this guideline, please contact Dr. Sharon Huo, Associate Provost, at xhuo@tntech.edu.