

## **AOP-8-1-07-05**

### **Criteria for Funding International Faculty Travel Through Chancellor's Initiative**

#### *Purpose of Chancellor's Initiative*

The purpose of this special fund is to facilitate faculty travel abroad with the goal of promoting internationalization of Troy University and preparing globally competent students.

#### *International Travel Activities Eligible for Consideration*

Priority of the use of these funds initially will be to support the following activities:

##### **A. Study Abroad**

- a. Funds can be requested to support faculty costs normally associated with Study Abroad programs
- b. Funds can also be requested for planning travel which will lead to increased Study Abroad opportunities for Troy University students in coordination with other University approved development programs and initiatives
- c. Funds can also be requested to establish and support international internships and work abroad programs

##### **B. Faculty Exchanges**

- a. Travel costs associated with teaching abroad at a foreign university
- b. Travel costs associated with international library and librarian exchanges
- c. Research abroad when hosted by a foreign university

##### **C. Curriculum Internationalization**

- a. Travel costs associated with specific projects which will led to significant innovations which will change or enhance the curriculum of Troy University
- b. Travel costs associated with international scholarly conferences. In order to maximize the benefit of participation in such conferences faculty who are funded must make a significant public presentation at that conference and engage in additional activities as outlined in Sections A-C.

Faculty itineraries which included review, assessment and evaluation of possible international student internship sites would be given preference but only if included as part of the activities described in the paragraph above. Faculty trips which appear to be only directed at visiting possible site locations for Troy University instruction abroad would not receive funding support.

Faculty travel abroad for the purposes of conducting research in an international setting likely would not receive funding support from the Chancellor's Initiative unless additional activities (such as described in Sections A-C above) were a part of the trip's itinerary.

### Proposal Requirements

Faculty who plan to seek support from the Chancellor's Initiative for their international travel would be required to submit their proposal, their institutional points of contact, stated purpose of their trip, including specific activities, objectives and itineraries and the ways in which the proposed trip would support the University's internationalization efforts. Additionally, the proposal would include a specific budget for the planned travel and a signed Application for Travel form. A completed proposal would be required at least three months prior to the trip. Supporting documents, including but not limited to letters of invitation from international universities would be part of the proposal, objectives of the trip, and a post travel presentation plan. This proposal would include the completion of a routing form (attached). Pre-approval is required by the appropriate University College official for University College faculty.

All faculty who travel abroad must have adequate medical insurance including medical evacuation and repatriation of remains. Faculty should contact the Vice Chancellor for Financial Affairs Office for assistance in acquiring information on these items.

### Post-Travel Requirements

Faculty who are traveling internationally with support from the Chancellor's Initiative would be required to discuss their trip's specific activities upon their return to a group or groups as designated by the EVC/Provost and to provide a written report of their trip and the accomplishments of the proposed objectives and stated purpose as directed by the EVC/Provost. (See *Proposal Requirements*)

### Review Committee

Peer review of the faculty's proposals and recommendation of funding support for the faculty member should be provided by a committee designated by the EVC/Provost and the decision reported to the EVC/Provost, faculty member submitting the request, and signatories supporting the request. The EVC/Provost has final decision authority for recommending funding support of these proposals to the Chancellor.

### Logistical Support

Logistical support for international faculty travel making use of the Chancellor's Initiative would be provided by the Office of the EVC/Provost, the Office of the Associate Provosts, and the Center for International Programs.

**APPROVED BY ACADEMIC STEERING COMMITTEE, AUGUST 1, 2007**

**OPR: DR. HAL FULMER**

## **Form: Faculty Request for International Travel Support/Chancellor's Initiative**

### **I. Proposal Cover**

- A. Transmittal cover should be initiated by the faculty member and forwarded, sequentially, to the following individuals for review and approval:
  1. Department Chair
  2. College Dean
  3. Associate Vice Chancellor for International Affairs
  4. Vice Chancellor for University College
  5. Chair, Chancellor's Initiative Review Committee (to be named)
  6. Executive Vice Chancellor/Provost
  
- B. The subject line of the transmittal cover should be written as follows:  
**Proposal for Faculty International Travel/Chancellor's Initiative: (Locations) (Dates)**
  
- C. Transmittal cover should include a checklist confirming that the following materials are contained in the proposal:
  1. Purpose of trip
  2. Specific dates of trip
  3. Institutional points of contact at international universities
  4. Specific objectives of trip
  5. Relation of trip to University's internationalization efforts
  6. Specific activities and itineraries for the trip
  7. Specific budget
  8. Supporting documentation, including invitations from international universities

### **II. Proposal Contents**

- A. Length of proposal: Maximum of five (5) pages, including transmittal cover
- B. Items 1-8 from Point B above must be addressed in the narrative for proposal consideration

### **III. Proposal Transmission**

- A. Proposal must be routed as a paper document for signature as outlined in Point A above
- B. Faculty members are responsible for maintaining duplicate copies of the proposal and all supporting materials
- C. An electronic copy of the proposal must be transmitted to the Chair of the Review Committee when the proposal is initially submitted by the faculty member to his/her department chair. This electronic copy is for tracking and planning purposes; only paper copies will be accepted for signature and approval

### **IV. Approval**

Notice of proposal approval or disapproval will come from the Office of the EVC/Provost and processing will move as expeditiously as possible.