

TRAVEL POLICY FOR FACULTY DEVELOPMENT TRAVEL: FY 2023

SECTION A: FULL-TIME FACULTY: PHARMACY PRACTICE DEPARTMENT

For Fiscal Year 2023 (FY23), beginning on July 1, 2022 and ending June 30, 2023, financial support will be provided in the amount of \$500 for each full-time faculty (9-12 month) for the express purpose of attending one or more conferences/symposiums/meetings or engaging in other professional development activities (e.g. obtaining certification(s), learning a new skill, advancing knowledge/practice, etc.). The travel/development fund is designated for faculty development and each individual faculty is encouraged to take advantage of this support to attend a conference/symposium/meeting to serve on committees and/or make an oral and/or poster presentation and/or to professionally develop.

Individual faculty may request information about their individual balance for planning of travel arrangements for the fiscal year from the Department Academic Assistant. The Department Academic Assistant will also keep an updated log on each faculty member's travel; and the remaining balance can be requested from her.

Eligible faculty are encouraged to apply for RCA Research Development Travel and Conference Support Awards

(https://www.ndsu.edu/research/for_researchers/finding_funding/funding_sources/rca_funding_opportunities/#c609605) when they are available when making an academic presentation. It is also highly encouraged that faculty apply for any other available internal or external funding opportunities to enhance individual faculty travel opportunities for FY23. Any funds that faculty are able to obtain from external resources will be counted over and above designated department travel/development allotment.

Faculty are asked to notify the Chair/Academic Assistant about planned travel as soon as possible. Submission of an official travel form (<https://apps.ndsu.edu/busforms/index.php>) and approval by the chair is required for each planned event requiring travel, regardless of whether or not FY23 funds are utilized. If a faculty member decides not to travel during FY23, please notify the chair. The travel fund for each eligible faculty member during FY23 is valid for use only during FY23; and there is no carryover of individual funds remaining to the following fiscal year.

Based on the operational budget and individual faculty travel fund utilization, if there are un-utilized travel funds, limited financial support may be available for further dissemination to eligible faculty within the department. In the event of a "second-chance" funding round, priority will be given to full-time faculty who will be traveling for purpose of scholarly and/or service activities. In the event funds are not sufficient for all requests, participation in Tier II activities will be given priority over Tier I activities (Table 1).

Table 1. Tier I and Tier II activity for possible additional travel financial support, if funds become available

| Tier I Activity | Tier II Activity |
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| <i>Active participation in a clear leadership role (official letter of presentation acceptance, chair/officer appointment should be submitted with the application)</i> | <i>Representing the University, College or Department on official business (official letter of presentation acceptance should be submitted with the application)</i> |

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| <ul style="list-style-type: none"> • Recruiting activities as requested by Dean, Senior Assoc Dean/Interim Assoc Dean, Chair • Fact finding for improving and/or initiating departmental or college services, curriculum, etc. as requested by Dean, Senior Assoc Dean/Interim Assoc Dean, Chair • First author presentation at a poster session (Faculty with academic experience >3 years at any academic institution) at the national level • Faculty delegate • Faculty advisor to a student organization • Panel or committee member at national organization that meets during the meeting • Podium presentation at the state level | <ul style="list-style-type: none"> • Podium presentation at the national level • Officer of organization sponsoring the meeting • Round-table discussion leader at the national level • Special Interest Group (SIG) or Section leader • Chair of national committee that meets during the meeting • First author presentation at a poster session (Junior faculty with ≤ 3 years of academic experience at any academic institution ONLY) at the national level |
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SECTION B: PART-TIME FACULTY (≤ 0.5 FTE): PHARMACY PRACTICE DEPARTMENT

For Fiscal Year 2022 (FY22), beginning on July 1, 2021 and ending June 30, 2022, financial support will be provided in the amount of \$500 for each part-time faculty for the express purpose of attending one or more conferences/symposiums/meetings or other professional development. The purpose of the support is personal and professional growth.

Addition financial support in the amount of \$400 for one Tier I activity **OR** \$600 for one Tier II activity may be awarded, one additional award per annum based on availability of funds, for part-time faculty who submit an application and meet a Tier I or Tier II criterion (Table 1).

The maximum amount allocated for each part-time faculty during FY22 is the **base amount (\$500) plus one Tier I activity (\$400) OR one Tier II activity (\$600) (Figure 2).**

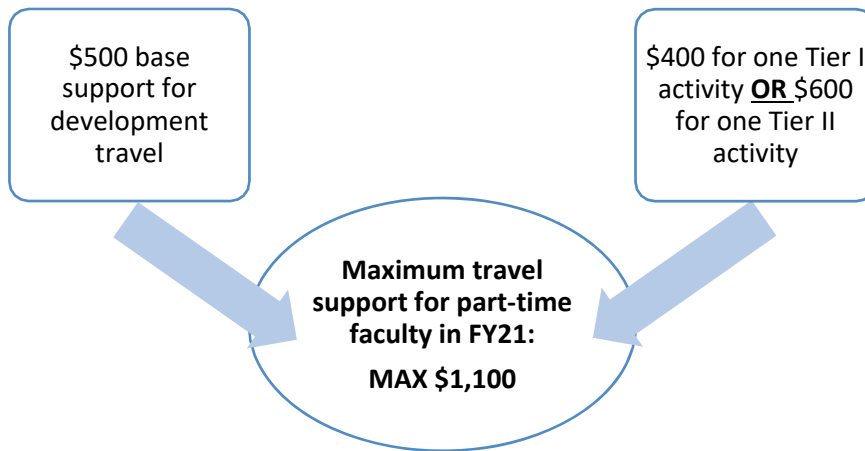


Figure 2. Travel/Development support for a part-time faculty during FY22