**Conference Participation 2020-21**

The Dean’s Office, in collaboration with the Professional Development Committee, will consider requests for registration at virtual conferences in Fall of 2020-Spring 2021, with $500 guaranteed and a possible maximum of $1000 available on request.  Please be aware that funding may be limited. We ask that all faculty make requests by October 15. Some opportunities may arise later than that and plans may change, so the college will continue to honor requests for support with a possible maximum of $1000 up to January 15, 2021. Base funds cannot be guaranteed if requests are not made by January 15. If you have other sources of funding (grants, start-up, or endowed professorships), or if a conference offers any sources of funding for applicants, please plan to use to those sources first. Based on state guidelines and review from the college, limited professional travel for the spring may be considered.

When requesting reimbursement, please complete and submit a check request, located on the Business Office website, along scanned copies of your receipts within 90 days of conference participation. If receipts are not submitted within 90 days, reimbursement may be delayed.

All members of the Faculty will be eligible for reimbursement of expenses for attending professional meetings in their field. The amount of reimbursement will depend on the nature of the participation in the conference.

• Active participation includes presenting a paper, poster, creative work, or participating on a panel. Serving as a session or panel moderator, when the sole responsibility is introducing other speakers, does not constitute active participation. Faculty should provide a link to the conference program showing their participation

• Faculty members who attend a virtual conference but do not present are eligible for reimbursement up to $300 per fiscal year to defray travel and registration expenses.

• Expenses exceeding the amount dispersed by the Dean’s Office are the responsibility of the participant, and funds may NOT be banked or borrowed from subsequent years to cover these additional expenses.

• Funds may be banked or borrowed at the discretion of the dean’s office for professional conferences that occur during the summer months.

• Faculty members with applicable external funding or individual accounts are expected to use these funds before asking for faculty development funding.

• Faculty may be reimbursed for conference expenses incurred while on sabbatical.

**Restrictions:**

• Faculty on leave of absence are not eligible to receive grants.

• Preparation of theses or dissertations will not be funded.