

## **Supporting Educational Excellence at Mines: Professional Development Travel Policy For Teaching Faculty**

The Faculty Handbook (4.1.2.A.) states that teaching faculty are “responsible for remaining current with developments in their fields so as to maintain the highest quality of instruction.” To support these efforts, Academic Affairs has developed a travel budget to fund teaching faculty members’ expenses related to conference presentations and attendance. Presentations and attendance at conferences related to improving teaching practices, enhancing student learning, and supporting the teaching mission of Mines may be funded by this initiative.

Teaching faculty are eligible to receive up to \$1,700 in travel funds per fiscal year. Departmental funds may be available to supplement this amount, with the department head’s approval. Travel must be completed by the end of the fiscal year; funds do not carry over from one fiscal year to the next. Funds may be used for airfare, mileage, lodging (\$250 maximum per day), registration, and meal expenses (in accordance with Controller’s Office policies.) Payment of association dues/memberships is not an allowable expense.

Faculty should submit the attached “Travel Support Application for Teaching Faculty” form and a Travel Request and Authorization [form](#) to Academic Affairs at least four weeks prior to the proposed travel dates. The application must be approved by the Department Head and Interim Provost. Applications will be evaluated based on the extent to which they have the potential to enhance the instructional reputation of and the quality of the educational experience at Mines by improving teaching and student learning and promoting the scholarly activities of Teaching Faculty.

To facilitate institutional learning and to promote best practices, recipients will be expected to share (via workshops, websites, or other appropriate mechanisms) the knowledge gained as a result of the conference attendance.

## Colorado School of Mines Travel Support Application for Teaching Faculty

<b>1. Applicant Name:</b>  <b>Department:</b>	<b>Email address:</b>
<b>2. Conference/event name:</b>	
<b>3. Conference/event location:</b>	
<b>4. Conference/event dates:</b> From:                      To:	
<b>5. Describe how your attendance at this conference will improve teaching effectiveness and/or student learning. Please be specific.</b>	
<b>6. List the courses that will likely be impacted as a result of your attendance at this conference/event:</b> Core Curriculum courses Major courses Elective courses	
<b>7. Title of your presentation, if applicable:</b>  <b>Provide a brief description of your presentation, if applicable:</b>	
<b>8. Describe tentative plans to share what you will learn at this conference/event.</b>	
<b>9. Attach a completed travel request and authorization form.</b> (The form is available at <a href="http://inside.mines.edu/Accounts_Payable-Travel">http://inside.mines.edu/Accounts_Payable-Travel</a> ) Estimated cost to be paid by Academic Affairs: Estimated cost to be paid by the department: Estimated total cost:	
<b>10. Signatures</b>  Faculty Member Department Head Director of AA Operations	<b>Date</b>