

February 14, 2003

To: Faculty Senate

From: Faculty Development Committee

Re: The Faculty Development Committee requests that the Faculty Senate recognize and endorse the following statement regarding the status of the faculty development travel money and the present guidelines for disbursement of its funds:

The recommendations on University budget reductions submitted by the Fiscal Advisory Committee on January 21, 2003 included, among other suggestions, the following: "Plan for and create policies to insure judicious spending related to recruitment and hiring, travel, conferences, retreats and University publications."

The members of the Faculty Development Committee (FDC) recognize the gravity of the financial situation confronting the University. The importance of the faculty development travel fund in sustaining the professional engagement of the faculty, however, obligates the members to request that:

- 1) they be kept apprised of any deliberations regarding the fund and;
- 2) they be included in any discussion to modify or formulate regulations concerning the disbursement of travel money.

The members of the FDC would also like to reiterate their desire to maintain the efficacy and integrity of faculty development funding. To this end, the members emphasize that the present guidelines for reimbursement of faculty development and conference travel aim to ensure the appropriate spending of funds as much as possible. According to these guidelines:

- 1) faculty must submit proof of conference or workshop registration to receive reimbursement;
- 2) developmental activities besides conference or workshop participation will be considered for funding provided that the applicant:
 - a) submit a statement outlining clearly what the activity is - visit to art gallery or museum, work at research institute, archive, etc. - and how the proposed activity will enhance the professional development of the faculty member;
 - b) also agree to submit a letter or other documentation approved by the FDC from the relevant institution confirming that the stated professional activity took place;
- 3) faculty development travel funds may not be used to fund chaperons for student trips.

We hope that reiterating these guidelines demonstrates the commitment of the faculty to ensure the appropriate use of its portion of university travel funds and also makes plain its desire to be part of the ongoing discussion to safeguard Salisbury University during this period of budgetary uncertainty.