The purpose of this document is to set forth appropriate standards, priorities and guidelines for CBE professional development support that are consistent with the mission of both the CBE and the University.

**ELIGIBILITY**

All full-time, CBE tenure-track faculty (tenured and probationary faculty) members, who have a full-time CBE assignment, and have met all of the following conditions, are eligible to apply for CBE travel support:

- have submitted an updated CV (or have updated data in Digital Measures) by October 31 in each calendar year to meet the AACSB data requirement
- are actively engaged in assessment and assurance of student learning
- are “participating faculty”

**TYPICAL TRAVEL SUPPORT PER ACADEMIC YEAR**

The CBE provides travel support up to $2,000 for a competitive paper presentation at a “conference of choice.” In addition, but subject to resource availability, CBE will provide additional funding for a competitive paper presentation, with a maximum of $2,500, at one “elite conference”, meaning an unusually prestigious and competitive conference. Examples include:

- AAA – American Accounting Association (annual meeting)
- ACR – Association for Consumer Research (annual meeting)
- AEA – American Economic Association (annual meeting)
- AMA – American Marketing Association (either the Winter or the Summer Marketing Educators’ Conferences)
- AOM – Academy of Management (annual meeting)
- DSI – Decision Sciences Institute (annual meeting)
- FMA – Financial Management Association (annual meeting)
- ICIS – International Conference on Information Systems (annual meeting)
- INFORMS – Institute for Operations Research and the Management Sciences (annual meeting)

Faculty members wishing to apply for “elite conference” funding to a conference not listed in the preceding must make the case in writing to the Department Chair, who will bring the request to the Administrative Council for a decision.

**Flexible Travel Support**

For eligible full-time faculty, the $2,000 faculty travel support funds may be used in other ways in lieu of a competitive paper presentation. Acceptable uses include:

- Travel support to attend a conference, for example, to chair a session or serve as a discussant (even without presenting a paper)
• Materials and software for teaching and research
• Publication expenses
• Professional memberships
• Professional publications
• Student assistants (for on-load classes only)

But these funds may **not** be used for:
• Travel to meet co-authors
• Supplies
• Equipment
• Photocopying
• Telephone expenses
• Other similar expenses

Fifty percent (50%) of unused funds from the $2,000 travel support for the current fiscal year may be rolled forward to the next fiscal year, subject to budgetary considerations and constraints.

**FERP FACULTY SUPPORT**
A FERP faculty member can apply for up to $2,000 in a given academic year. The faculty member must submit a written explanation to the Department Chair explaining how the travel will help the person obtain or maintain SA or PA status. The application will be reviewed by the CBE Administrative Council, and if approved, funding will be authorized, though there will be no rollover of unused funds to the next fiscal year.

**ALL FACULTY SUPPORT IS SUBJECT TO FUNDING AVAILABILITY.**
Resource availability will be reviewed on an annual basis to determine whether or not funding is available for the above supports.

*Revised July 15, 2016*