

**AOP-8-1-07-05 (Reviewed 11/12/13)**  
**INTERNATIONAL FACULTY TRAVEL CRITERIA FOR FUNDING  
THROUGH THE CHANCELLOR'S INITIATIVE**

*Purpose of Chancellor's Initiative*

The purpose of this special fund is to facilitate faculty travel abroad with the goal of promoting internationalization of Troy University and preparing globally competent students.

*International Travel Activities Eligible for Consideration*

Priority of the use of these funds initially will be to support the following activities:

**A. Study Abroad**

- a. Funds can be requested to support faculty costs normally associated with Study Abroad programs
- b. Funds can also be requested for planning travel which will lead to increased Study Abroad opportunities for Troy University students in coordination with other University approved development programs and initiatives
- c. Funds can also be requested to establish and support international internships and work abroad programs

**B. Faculty Exchanges**

- a. Travel costs associated with teaching abroad at a foreign university
- b. Travel costs associated with international library and librarian exchanges
- c. Research abroad when hosted by a foreign university

**C. Curriculum Internationalization**

- a. Travel costs associated with specific projects which will lead to significant innovations which will change or enhance the curriculum of Troy University
- b. Travel costs associated with international scholarly conferences. In order to maximize the benefit of participation in such conferences, faculty who are funded must make a significant public presentation at that conference and engage in additional activities as outlined in Sections A-C.

Faculty itineraries which include review, assessment and evaluation of possible international student internship sites will be given preference but only if included as part of the activities described in the paragraph above. Faculty trips which appear to be only directed at visiting possible site locations for Troy University instruction abroad likely will not receive funding support. Faculty travel abroad for the purposes of conducting research in an international setting likely will not receive funding support from the Chancellor's Initiative unless additional activities (such as described in Sections A-C above) are part of the trip's itinerary.

### *Proposal Requirements*

Faculty who plan to seek support from the Chancellor's Initiative for their international travel are required to submit their proposal, their institutional points of contact, stated purpose of their trip, including specific activities, objectives and itineraries and the ways in which the proposed trip would support the University's internationalization efforts. Additionally, the proposal must include a specific budget for the planned travel and a signed Application for Travel form. A completed proposal is required at least three months prior to the trip. Supporting documents, including but not limited to letters of invitation from international universities would be part of the proposal, objectives of the trip, and a post travel presentation plan. This proposal must include the completion of a routing form (attached). Pre-approval is required by the appropriate Global Campus official for Global Campus faculty.

All faculty who travel abroad must have adequate medical insurance including medical evacuation and repatriation of remains. Faculty should contact the office of the Senior Vice Chancellor for Business and Financial Affairs for assistance in acquiring information on these items.

### *Post-Travel Requirements*

Faculty who are traveling internationally with support from the Chancellor's Initiative are required to discuss their trip's specific activities upon their return to a group or groups as designated by the Senior Vice Chancellor for Academic Affairs and to provide a written report of their trip and the accomplishments of the proposed objectives and stated purpose as directed by the Senior Vice Chancellor for Academic Affairs. (See *Proposal Requirements*)

### *Review Committee*

Peer review of the faculty's proposals and recommendation of funding support for the faculty member will be provided by a committee designated by the Senior Vice Chancellor for Academic Affairs and the decision reported to the Senior Vice Chancellor for Academic Affairs, faculty member submitting the request, and signatories supporting the request. The Senior Vice Chancellor for Academic Affairs has final decision authority for recommending funding support of these proposals to the Chancellor.

### *Logistical Support*

Logistical support for international faculty travel making use of the Chancellor's Initiative will be provided by the Office of the Senior Vice Chancellor for Academic Affairs and the Office of the Associate Vice Chancellor for International Affairs.

**APPROVED BY ACADEMIC STEERING COMMITTEE, AUGUST 1, 2007  
(REVIEWED 11/12/13)  
OPR: DR. HAL FULMER**

# **Form: Faculty Request for International Travel Support/Chancellor's Initiative**

## **I. Proposal Cover**

A. Transmittal cover should be initiated by the faculty member and forwarded, sequentially, to the following individuals for review and approval:

1. Department Chair
2. College Dean
3. Chair, Chancellor's Initiative Review Committee
4. Associate Vice Chancellor for International Affairs
4. Senior Vice Chancellor for Academic Affairs

B. The subject line of the transmittal cover should be written as follows:

**Proposal for Faculty International Travel/Chancellor's Initiative: (Locations) (Dates)**

C. Transmittal cover should include a checklist confirming that the following materials are contained in the proposal:

1. Purpose of trip
2. Specific dates of trip
3. Institutional points of contact at international universities
4. Specific objectives of trip
5. Relation of trip to University's internationalization efforts
6. Specific activities and itineraries for the trip
7. Specific budget
8. Supporting documentation, including invitations from international universities

## **II. Proposal Contents**

A. Length of proposal: Maximum of five (5) pages, including transmittal cover

B. Items 1-8 from Point C above must be addressed in the narrative for proposal consideration

## **III. Proposal Transmission**

A. Proposal must be routed as a paper document for signature as outlined in Point A. above

B. Faculty members are responsible for maintaining duplicate copies of the proposal and all supporting materials

C. An electronic copy of the proposal must be transmitted to the Chair of the Review Committee when the proposal is initially submitted by the faculty member to his/her department chair. This electronic copy is for tracking and planning purposes; only paper copies will be accepted for signature and approval

## **IV. Approval**

Notice of proposal approval or disapproval will come from the Office of the Senior Vice Chancellor for Academic Affairs and processing will move as expeditiously as possible.