University of Tennessee

MEMORANDUM

To: CCI Administrative Committee

From: Mike

Re: College of Communication and Information Statement on Faculty Travel

Contributing to the scholarly and creative activities of the academic disciplines associated with communication and information is an important professional activity that includes presentation of scholarly and creative work at academic and professional conferences and in other prestigious public venues. Travel for the purpose of participation in panels, making invited presentations, and engaging in other important professional activities associated with service to the academy, the profession and/or the university also increases the visibility and recognition of the individual faculty member, his/her school, the college, and the university.

Because of the important benefits associated with these types of professional travel, the College of Communication and Information and its schools are committed to identifying the funds required to reimburse faculty members for legitimate travel expenses. Unfortunately, there are limits to the amount of funding available. This leads to the need for clear guidelines on priorities, polices, and procedures for travel funding.

Each school within the College of Communication and Information should develop a faculty-approved travel policy that sets out clear priorities to guide the school director in allocating the limited funds available to support faculty travel. Once approved, a copy of the school’s travel policy should be provided to the Dean and discussed as needed. Each school has primary responsibility for identifying and allocating the funds required to support faculty travel. The CCI Dean’s Office will develop a policy that is consistent with school policies for providing additional faculty travel support as funds permit.