

Summarizing the Deliberations of the Faculty Committee on Travel Funding:

Background

Funding for academic travel tends to be extremely limited in all institutions. In recent decades, this problem has become even more severe as state legislatures have looked to run state operations much leaner, with a particular emphasis on reducing university budgets.

In response to the demands of this new economic model, the university has made major adjustments by:

- Reducing operating budgets.
- Raising tuition.
- Not filling unfilled faculty and staff positions (typically, this means fewer people doing more work).
- Outsourcing many services and operations on the campus.

To give an indication of where we stand regarding operating budgets, the travel budget for the 14 architecture faculty members is about \$10,000 per year. This does not come close to covering the costs for travel required to maintain scholarly standing. Therefore, it is expected that faculty members will pay, out-of-pocket, the overwhelming majority of their travel expenses.

The same situation applies to the PhD program, which has about \$15,000 for ALL travel, including both Students and Faculty. As in the case of the Architecture Faculty Members, it is understood that this budget will not satisfy all the needs of the PhD Program and that the PhD Students and PhD Faculty will incur additional expenses for travel that they feel that they need to make to support their research.

The limitations in the PhD travel budget require that we exercise extreme care in thinking through what travel will be done and planning in advance what it will be. Students and their advisors should consult together to decide what travel is most crucial, what requests will be made from the PhD travel budget, and what travel the student will make at the students own expense. Faculty advisors and students will communicate those plans with the PhD Director. The PhD Director will provide a schedule regarding any special deadlines.

To establish a baseline, the PhD program will be limited by the following numbers per PhD Student travel per year:

- Up to \$500 domestic
- Up to \$1000 international
- Up to \$1500 total per year

Clearly, the budget cannot support every PhD Student being funded up to these limits.

To help in allocating the limited funds available, this faculty committee has agreed upon the following priorities:

Priority 1 (for PhD Students):

1. Journal Articles (including coverage of any fees for publication).
2. Peer review paper in a conference.

Requires a proposal to the PhD Program, which will include:

- Acceptance letter from the conference organization or journal.
- Indication from faculty advisor:
 - Strongly related to the student's PhD dissertation research.
 - Somewhat related to the student's PhD dissertation research.
 - Not significantly related to the student's PhD dissertation research.
- Is the PhD faculty advisor a co-author?
- Indication of order of authors and who is giving the presentation of the paper.
- How far along is the writing of the paper?
- How far along is the student in the program? (Semester in the program)
- If multiple applications put in for one PhD student, the applications must be prioritized by the student and faculty advisor.
- Budget estimate.

Priority 2 (for PhD Students):

1. Non-peer reviewed paper in a conference.
2. Poster in a conference.
3. Data Collection.
4. Collaborations with other researchers or sources of information.
5. Workshops and training.
6. Other.

Requires a proposal to the PhD Program, which will include:

- What is proposed and why it is important.
- Dates of trip.
- Indication from faculty advisor:
 - Strongly related to the student's PhD dissertation research.
 - Somewhat related to the student's PhD dissertation research.
 - Not significantly related to the student's PhD dissertation research.
- If multiple applications put in for one PhD student, they must be prioritized in the application by the student and faculty advisor.
- Budget estimate.

Priority 3 (for PhD Faculty):

1. Journal Articles (including coverage of any fees).
2. Peer review paper in a conference.

Requires:

- Acceptance letter from the conference organization or Journal.
- Are there PhD student co-authors?
- Budget estimate.