Policy

The University Libraries encourages library faculty to pursue professional development and travel opportunities that are consistent with the educational, research, and professional needs of the University and that enhance the faculty member’s usefulness to the profession and the University. To this end, the University Libraries will support, to the best of its ability, attendance at professional workshops, travel to professional conferences and meetings, and travel in which the faculty member is a designated representative of the University. Particular effort will be made to support the travel/professional development of new faculty. The University Libraries Faculty Professional Development Committee (henceforth referred to as “the FPD Committee”), appointed by the Dean of Libraries, will allocate funds for professional travel/development. The following statements serve as guidelines to the FPD Committee in allocating funds:

Guidelines

1. Whenever faculty members are working off-campus, they must submit a professional leave form; this allows the university to extend its liability coverage beyond the campus boundaries. Off-campus work includes travelling to the Law School and branch or satellite campuses. This form should be submitted to supervisors early enough to provide two weeks’ notice to the Dean.
   a. The University Libraries leave request form is at [http://www.memphis.edu/libraries/administration/pdfs/professional.development.form.pdf](http://www.memphis.edu/libraries/administration/pdfs/professional.development.form.pdf)
   b. Travel to another country, Alaska, or Hawaii, requires additional forms. See U of M Operating Procedure UM1309 at [https://umwa.memphis.edu/umpolicies/UM1309.htm](https://umwa.memphis.edu/umpolicies/UM1309.htm)

2. In contrast to the Professional Development funds for travel to professional or academic conferences, administrative support may be requested to support travel required for faculty duties within the University Libraries.
   a. Examples include:
      i. Teaching at a branch or satellite campus
      ii. Picking up donated materials
      iii. Other travel undertaken at the request of the Dean
   b. In lieu of administrative funds, faculty members may also request to use the library van if you are travelling in a group or have cargo to transport.
      Applications to use the library van should be submitted to the facilities manager.
   c. If a faculty member is presenting a poster session, administrative funds may be available for the printing of the poster.
   d. NOTE: Administrative funds must be requested directly from the Dean.

3. Those seeking remote training, such as registering for a webinar, are referred to the University Libraries’ Administration staff for guidance.
4. No funds will be provided for travel within the city of Memphis; however, registration fees for events held in Memphis are eligible for support.

5. To qualify for funds within a fiscal year, the beginning of projected trip must occur during the same fiscal year. (For example, if a conference runs from June 28, 2017-July 2, 2017, only funds from FY 2016-2017 may be applied; funds from FY 2017-2018 are not available.)

6. All requests for travel funds and deadlines for the preparation and submission of necessary forms will be governed by the U of M Operating Procedure UM1309 (http://policies.memphis.edu/UM1309.htm). All travel must be approved in advance in accordance with relevant policies, guidelines, and procedures. Faculty are encouraged to apply for anticipated travel as early in the fiscal year as possible. Authorization for in-country (the contiguous 48 states and D.C.) travel must be approved by the Dean of Libraries through the faculty member’s supervisor; authorization for travel to Alaska, Hawaii, and out-of-country travel must be approved by the President.

7. The FPD Committee will divide the total budgeted funds equally amongst all faculty: tenure track, tenured, visiting and adjunct. New faculty will also be provided with additional noncompetitive professional development funding in their first year and should apply to the FPD Committee to use those funds.

8. Faculty must commit their allotted funds by April 1. Any remaining funds will return to the general travel funds and faculty may apply to the FPD Committee for those funds to be used by the end of the fiscal year.

Procedures

Applicants should:

• Submit a request for professional leave to their supervisor; obtain supervisor’s recommendation.

• Request travel funds by completing the form below and submitting them to the appropriate supervisor as soon as all information is known and no later than one month before the date of travel or event. If prepayment by the Library for registration and other costs is expected, this request should be placed one month before the date of travel or event. Applicants are strongly encouraged to seek the best travel fares/rates possible. Requests should be submitted as early in the fiscal year as possible. Even if no funds are requested, the travel form must be completed for insurance purposes.

• Complete Section A and B of the Libraries’ “Application for Faculty Professional Development Travel Funds” http://www.memphis.edu/libraries/administration/pdfs/professional.development.form.pdf

• Submit the “Application for Faculty Professional Development Funds” to the FPD Committee if funds are requested. Include original receipts in hand, quotes or receipts for flights, and information about the conference and conference hotel, or professional development session. If no funds are requested, submit to Library Administration.

• The Chair of the FPD Committee will handle the request forms as follows:
Route the "Application for FPD Committee" to the appropriate person in Library Administration for processing.

- Return a copy of the Libraries’ "Application for Faculty Professional Development Funds" with the amount approved by the FPD Committee to the applicant for their records.
- Retain a copy of the Libraries’ "Application for Faculty Professional Development Funds" for FPD Committee records.
- If the Dean of Libraries increases or decreases the amount approved by the FPD Committee, the Dean will notify the Chair of the FPD Committee.
- The amount reimbursed to the applicant will not exceed the amount approved even if the applicant’s actual expenses are higher than indicated on the original request.
- To be reimbursed for approved travel, applicants must complete a University "Claim for Travel Expenses" form (http://bf.memphis.edu/forms/trav/trav02.htm) and return it to the appropriate person in Library Administration, accompanied by any additional original receipts. This form should be submitted within three working days after completion of travel or sooner if travel takes place near the end of the fiscal year. Failure to submit reimbursement forms in a timely manner can result in an individual not being reimbursed for expenses incurred.

4 August 2017