




**Academic Affairs**

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MEMORANDUM

To: Full-time Teaching Faculty

From: Erwin Wong, Provost and Senior Vice President 

Subject: Support for Professional Leadership Activities

Date: November 2021

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Since the spring semester of 1999, the college has provided supplemental funds to support faculty development.

Support for Professional Leadership Activities

In addition to the current \$750 reimbursement to conference attendees, the college supports up to \$750 (\$1,500 maximum) for travel to professional meetings and conferences that result from a full-time faculty member's election and/or appointment to a professional board or committee (national or regional). Full-time faculty members must seek and obtain prior approval from the Provost/Senior Vice President of Academic Affairs.

Please note the following:

- Funds are limited and are allocated on a first-come, first-served basis.
- Documentation of professional leadership activities is required for reimbursement.
- Support for First-time Presenters and Support for Professional Leadership Activities cannot be used for the same trip.
- Standard travel regulations and policies must be followed

EW:ej