

McCOY COLLEGE OF BUSINESS

CBAPPS 3.05: Faculty Travel Guidelines

POLICY STATEMENT

The purpose of this policy is to communicate to faculty the college requirements governing faculty travel. The assignment of travel funds to the members of the department will be the responsibility of the department chair who may consult with the department's voting faculty. Funding will be based upon the travel budget in the department and travel priorities established by the college and department.

UNIVERSITY POLICIES

Refer to the Faculty Handbook – Travel

Refer to the Texas State University Travel Office and the State of Texas Travel Allowance Guide

GENERAL INFORMATION

1. The McCoy College is committed to encouraging faculty travel for professional development purposes including presenting and disseminating intellectual contributions, supporting the research agenda of faculty, and representing the College at professional workshops.
2. Department chairs are encouraged to give preference for faculty travel based on the following prioritized guidelines:
 - A. Faculty who have research papers accepted for presentation and publication.
 - B. Faculty who have research papers accepted for presentation and discussion by academic colleagues and practitioners in their field of study.
 - C. Faculty serving as conference program chairs, conference track chairs, professional organization officers or student organization advisors whose attendance is essential for the successful operation of the conference.
 - D. Faculty performing professional service as discussants in academic paper presentation sessions or as invited presenters for panel sessions.
 - E. Faculty performing professional service as chairs of academic paper presentation sessions.

3. Department chairs are encouraged to give preference for faculty travel to the following types of meetings listed in priority order:
 - A. Discipline-specific national meetings with a multiple reviewer process where research results are published in proceedings.
 - B. Discipline-specific national meetings with a multiple reviewer process where research results are presented to, and discussed by, practitioners in the field of study and colleagues from other academic institutions.
 - C. Discipline-specific regional meetings of national academies with a multiple reviewer process where research results are published in proceedings.
 - D. Discipline-specific regional meetings with a multiple reviewer process where research results are presented to, and discussed by, practitioners in the field of study and colleagues from other academic institutions.
 - E. Profession-specific events for faculty development.
4. Departments are urged to avoid funding faculty travel to meetings and conferences with only an editorial review process; meetings and conferences that are not sanctioned by nationally recognized, discipline specific academies; meetings and conferences that are considered to be “for profit;” or meetings and conferences whose location will place an undue burden on departmental funding relative to the total departmental travel budget.
5. Faculty must attempt to lower the cost of travel by minimizing the length of stay and by taking advantage of early registration discounts.
6. The Texas State Travel Application must be filed in accordance with the Texas State Travel Office guidelines <http://www.txstate.edu/gao/ap/travel/>. Application must be filed before departure for domestic travel. For international travel, applications must be filed ten weeks before departure. These requirements may be waived under extraordinary circumstances by the account manager.

CERTIFICATION STATEMENT

This CBAPPS has been approved by the reviewers listed below and represents the McCoy College of Business policy and procedure from the date of the document until superseded.

Last Update: 10/11/2023

Review Cycle: Sept. 1, E5Y

Review Date: 09/01/2028

CBAC Review: _____ Date: _____

Governance Review: _____ Date: _____

Approved: _____ Date: _____

Sanjay Ramchander
Dean of the McCoy College of Business