



UNIVERSITY of MARYLAND
EASTERN SHORE

DIVISION of ACADEMIC AFFAIRS

Office of the Provost and Vice President

Utilizing Faculty Professional Development to Enhance the Learning Environment to Improve Student Success

2019-2020 TITLE III FACULTY DEVELOPMENT TRAVEL FUND APPLICATION

Fund Request Rules and Guidance

This Title III Activity has funds available to support faculty attendance and participation in off-campus conferences and workshops. Only domestic conferences that provide education and training *specifically related to teaching and learning* will be considered. Faculty can request up to \$1,500 in financial support for registration fees, pre-conference workshops, lodging, airfare or mileage, and meals.

Eligibility: UMES faculty and department chairs teaching undergraduate courses are eligible to apply for funding. Deans are ineligible.

How to Apply: Faculty who wish to apply for Title III Faculty Development travel funds should complete the application included with this guidance. As noted on the application, **all pertinent information related to the conference must be submitted with the application.** A completed leave form with all requisite signatures is to be submitted with the application.

The Title III Faculty Development Travel Fund will provide reimbursement for approved expenses at the approved amounts only. An electronic Travel Approval Request (TAR) must be submitted and approved prior to the intended dates of travel. Reimbursement for expenses exceeding the approved amount will not be authorized.

If you plan to use a university purchase card for your department or school, **you must complete and submit the Title III Visa Prior Approval form with your application.**

Applicants approved for this award are expected to abide by all university policies on travel, use of a university purchase card, use of a university vehicle, etc.

Complete application packets must be received by the Director of Faculty Development/Activity Director **at least four weeks prior to your intended travel date.** Applications received less than four weeks prior to travel will not be considered. Incomplete applications will be returned.

Notification: Once an approval decision has been made, applicants will be notified via e-mail along with the due date for the required reports. A copy of the fully signed, approved application will be returned to the applicant. Awardees are responsible for making their travel arrangements.

Reporting: **A Title III Travel Summary Report and a Post-Conference Report must be completed and submitted to Dr. Cynthia Cravens within five (5) business days from the date the program ended.** This reporting deadline applies to summer conference/workshop travel as well.



DIVISION OF AFFAIRS

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Title III Faculty Development Travel Fund Application

NAME: _____ TITLE: _____

DEPARTMENT: _____ DATE(S) OF ACTIVITY: _____

TITLE OF CONFERENCE *: _____

TRAVEL DESTINATION: _____

MODE OF TRAVEL TO CONFERENCE: CAR _____ AIR _____ BUS _____ TRAIN _____

Summary of Activity Expenses:

| EXPENSE CATEGORY | AMOUNT OF EXPENSE | EXPENSE AMOUNT APPROVED <i>(section completed by Activity Director)</i> |
|---|-------------------|--|
| 1. Registration fee | \$ | \$ |
| 2. Transportation (mileage/airfare/taxi/train/bus) | \$ | \$ |
| 3. Lodging | \$ | \$ |
| 4. Meals | \$ | \$ |
| TOTAL COST OF ACTIVITY | \$ | \$ |

SUPPORT PROVIDED BY DEPARTMENT/SCHOOL: \$ _____

SUPPORT PROVIDED BY OTHER SOURCES: \$ _____

REQUESTED AMOUNT FROM TITLE III: \$ _____

****All pertinent information related to the training program must be submitted with your application. This includes information from the program website that confirms the cost for registration, hotel expenses, sample program agenda, etc.***

The requested activity is related to training in the following area: (Check only applicable categories)

| | | | |
|--------------------------|--|--------------------------|--|
| <input type="checkbox"/> | Active Learning Strategies | <input type="checkbox"/> | Teaching in the Global Classroom |
| <input type="checkbox"/> | Service Learning and Community Engagement | <input type="checkbox"/> | Assisting Students with Special Needs |
| <input type="checkbox"/> | Teaching with Technology | <input type="checkbox"/> | Interprofessional Education |
| <input type="checkbox"/> | Improving and Enhancing Student Engagement | <input type="checkbox"/> | Hybrid/Online Learning |
| <input type="checkbox"/> | Assessment of Student Learning | <input type="checkbox"/> | Evaluation of Student Learning |
| <input type="checkbox"/> | New Faculty Development | <input type="checkbox"/> | Writing Across the Curriculum |
| <input type="checkbox"/> | High Impact Practices | <input type="checkbox"/> | Strategies to Invigorate Your Teaching |
| <input type="checkbox"/> | Other (specify): | | |

Please respond to the following questions:

1. Which undergraduate courses at UMES are you currently teaching or will you be teaching that are related to this conference or workshop?

| Course Prefix and Number | Course Title | Semester/Year Course will be taught |
|--------------------------|--------------|--|
| | | |
| | | |
| | | |
| | | |

2. What do you specifically hope to learn and/or gain by attending this conference or workshop?

3. How will you share the knowledge and information gained from this conference with your students to enhance their learning environment and improve their success? Please be specific.

Applicant Signature

Date of Request

RECOMMENDATION OF APPROVAL

____ **RECOMMENDED** ____ **NOT RECOMMENDED**

DEPT. CHAIR/ DIRECTOR'S SIGNATURE **DATE**

____ **RECOMMENDED** ____ **NOT RECOMMENDED**

DEAN'S SIGNATURE **DATE**

____ **APPROVED** ____ **NOT APPROVED**

ACTIVITY DIRECTOR'S SIGNATURE **DATE**

____ **APPROVED** ____ **NOT APPROVED**

TITLE III DIRECTOR'S SIGNATURE **DATE**

Title III Faculty Development Travel Fund Application Checklist

- Completed, signed application
- Recommendation & signatures from department chair/director and dean on application
- Completed leave form with signatures from department chair/director and dean
- Conference information (from conference website)
 - Program agenda or itinerary (schedule-at-a-glance is acceptable)
 - Registration fee (blank copy of registration form is acceptable)
- Supporting documentation for travel (*if requesting funding for any expenses below*)
 - Lodging (nightly hotel rate, hotel taxes, overnight parking fees)
 - Flight information reflecting tentative cost
 - Mileage (from Google Maps or other source)
 - Ground transportation
- Title III Visa Prior Approval Form (*if using a university purchase card; be sure the cardholder signs next to their name*)