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December 11, 2006

TO: College Deans and Department Directors/Chairs
Academic Affairs Division

FROM: Carmen Sigler, Provost and Vice President for Academic Affairs
Office of the Provost

RE: UPC Funds: Conferences for Faculty

As you know, President Kassing has approved funding several University Planning projects related to the theme of Investment in Faculty. As a result of the UPC's recommendation and the President's action each probationary or tenured faculty member will be entitled to receive an allocation of up to \$750.00 to fund travel to professional conferences. These funds may be used to supplement other funds (Lottery Professional Development funds and college and department professional development funds) but not to substitute for them.

In order to simplify the process, colleges and departments are expected to handle the approval and initial reimbursement of funds according to their regularly established procedures. However, College Offices should keep in mind the following:

1. In order to be eligible for reimbursement faculty members must document their participation in an academic conference either as presenters, chair of a panel or part of the conference organizing committee. Proof of this must be provided to the Department and Dean's Office to be considered eligible.
2. The faculty member must be compliant with all University policies and regulations regarding travel and subsequent reimbursements. The Provost Office is not interested in seeing receipts but the Travel Office will require them. International travel must be approved by the Provost 30 days prior to the initiation of the trip.
3. Funds are the **current fiscal year** and can be applied to conference participation during Fall 2006 and Spring 2007 semesters. Therefore, all travel must take place early enough to ensure timely submission of travel claims within the current fiscal year. **IMPORTANT: Colleges must submit the attached form, signed by the Dean, to Bill Nance, Academic Planning and Budgets, no later than 5:00 pm on Friday, June 15, 2007 as a requisite step to the transfer of funds to the College Offices. Colleges are free to set their own internal deadlines but Colleges and Departments are reminded that there will be **no** flexibility on the University deadline. (These are one-time funds that will not be rolled forward to the next fiscal year).**

Attached you will find a set of frequently asked questions that you may find useful in answering faculty members' specific questions. If you have additional questions, please contact Emi Nobuhiro at 4-2474 or Monica Garcia at 4-2403. Thank you.

CS/mlg

FREQUENTLY ASKED QUESTIONS

I presented a paper at a conference in October 2006, can the money be used towards that trip?

Yes, the funds are to be used for the 2006-2007 Fiscal Year. Trips **prior** to July 1, 2006 are not eligible for these funds but trips in July or August of 2006 qualify.

What types of conferences do these funds cover?

All legitimate academic conferences provided that the faculty member delivers a paper, is part of a panel or contributes to the planning of the conference. In special cases and with the approval of the dean, faculty members may use these funds to attend training workshops.

If I just attend a conference but do not actively participate, will I be reimbursed?

No. You must attend an academic conference and either chair a panel, present a paper, or be a part of the organizing committee. You must provide supporting documentation, such as a program or a letter from the conference organizers, to your Department and Dean's Office.

By what exact date will my travel and subsequent claim form need to be completed?

All travel claims must comply with University policy and be submitted to the Travel Desk within 30 days of the completion of your trip. However, all requests for reimbursement need to be submitted to the Provost's Office **prior to June 15th, 2007**. In order to meet this University deadline, your Dean's Office will set up internal deadlines.

Are FERP faculty eligible?

They are eligible during the semester that they are teaching on campus.

I will be on sabbatical during the Spring 2007 semester? Would a conference during that time be eligible?

Yes, provided that you meet all the other requirements.

I am taking a group of 25 students to China in January. Can I apply these funds towards that trip?

No, the funds must be used for an academic conference. You must attend an academic conference and either chair a panel, present a paper, or be a part of the organizing committee. You must provide supporting documentation, such as a program or conference advertisement, to your Department and Dean's Office.

If my colleagues don't use their allotment, may I use their funds?

No, there is one allotment per tenure-track or tenured faculty member only. If a faculty member chooses not to utilize the funds, they will be forfeited.

I received a \$1,500 lottery grant to present a paper at a conference in May 2007. The cost of the trip was \$2,500. Could I also apply the UPC funds to this trip?

Yes, you may apply up to \$750 of these funds for your trip, as the funds are used to supplement travel associated with the presentation of a paper.

UPC Travel Funds for Conferences
Fiscal Year 2006-2007

Faculty Member	Rank	Department	Conference Name	Funds Requested
TOTAL AMOUNT				

I certify that, after having reviewed all appropriate documentation (conference program, travel receipts, etc), I have determined that the above listed faculty members are in compliance with all University policies and regulations and are eligible to receive the funds made available by the UPC.

 Dean's Signature

 Date

Completed forms are due to Bill Nance, Academic Planning and Budgets, no later than 5:00 pm, Friday, June 15, 2007.