



SEC Faculty Travel Program Frequently Asked Questions & Answers

(Revised: April 4, 2016)

The SEC Presidents and Chancellors approved the *SEC Faculty Travel Program*, as recommended by the SEC Provosts, in June 2012. The program consists of up to \$10,000 in travel funds being provided by the SEC to each of its member universities each year. The most frequently asked administrative questions are answered in this document. For other matters not included here, contact Torie Johnson, Executive Director, SECU, at tjohnson@sec.org.

- 1. How should faculty be selected for the program?* The SEC does not mandate how faculty should be selected. Each university must determine its own process and timelines, remembering all faculty participants must be identified to the SEC by August 1 each year and all travel must be completed by July 31 each year.
- 2. How many faculty members may access the program?* The SEC does not mandate how many faculty may participate. Each university must determine how its travel funds will be divided amongst interested faculty, and the number of university awards may change. For example, in one academic year a university might give ten \$1,000 awards, and the next year it might select two \$2,500 awards and one \$5,000 award.
- 3. Is it permissible for faculty to receive an award in more than one year?* Each university must determine how it will allocate its travel funds each year. Universities may choose to award a portion of their funds to a faculty member more than once.
- 4. Must faculty members be identified to the SEC by a specific date?* All faculty members participating in the travel program must be identified to the SEC office by August 1 each year, and travel should not occur before this notice.
- 5. What information should be sent to the SEC?* The SEC must receive the identification information described on page 2 of the SEC Faculty Travel Program guidelines from the home university contact or other designee, and information from the host unit or faculty participant will not be accepted.
- 6. When will universities receive travel funds from the SEC?* Travel program checks will be written from the SEC in late October or early November to the home institution and will be applicable to all faculty participants for the academic year. The SEC will not issue checks until all participants are identified by the home institution, as described in the program guidelines document.
- 7. When are faculty expected to use the travel funds?* The travel window for participants will begin each year on August 1 and will conclude on July 31. There are no restricted travel periods.

8. *When must the travel funds be expended?* Universities are not permitted to carry over unused funds. So, any unused funds must be returned to the SEC office by July 31 each year.
9. *Is it permissible to re-award funds if a faculty member's visit is cancelled?* If a faculty member must cancel his or her travel, the unused funds may be allocated to other faculty who applied to the program. Universities are not expected to conduct a second selection process and are not required to re-award the funds.
10. *Is it permissible to use travel funds to support staff working with the faculty member?* The program is intended only for faculty members and may not be used for other individuals working with the faculty member.
11. *Is it permissible to use travel funds for non travel-related expenses like books or supplies?* Travel funds may not be used for non travel-related expenses. The program is intended to lessen the financial burden associated with travel, lodging and meals.
12. *Is it permissible for a travel award to be used for collaboration at someplace other than an SEC university campus?* The intent of the program is to engage faculty from SEC universities on other SEC university campuses. Visiting off-campus locales like research sites, centers, extension offices, etc. is permissible, provided the sites are affiliated with the host unit or university and relate directly to the collaborative endeavor.

Exception: At the home institution's discretion, it is permissible for a travel award to be used for activities that do not occur on an SEC campus if those activities are the direct result of the on-campus collaboration. For example, after two faculty members collaborate on a research paper at an SEC university, they are invited to present their work at an academic conference. In this instance, it would be permissible to use any remaining funds to cover the expenses of presenting at the conference.
13. *Is it permissible for a faculty member to visit more than one SEC university?* Travel funds may be used to visit more than one SEC university in an academic year, provided each SEC university accepts the faculty member and all travel concludes by July 31.
14. *Is it permissible for a university to use travel funds to host rather than send faculty?* Each SEC university receives funding for its own faculty and the funds are not intended for individuals the university might host, including circumstances in which faculty members seek to collaborate on their campuses on the same project. For example, if John Doe from University A visits Jane Smith at University B, John Doe is considered a traveler of University A and uses a portion of University A's travel funds. If Jane Smith then travels to University A to work with John Doe, she is considered a traveler of University B, thus using a portion of University B's funds.
15. *Does the SEC require a report of travel program activity?* By September 1 of each year, each university's contact (or designee) must supply a summary to the SEC office describing how the previous year's travel funds were used, including a description of the collaborations. A summary report PDF is available from the SEC office. (Faculty members are also required to provide a brief summary to their home university Provost.)



Southeastern Conference Faculty Travel Program Guidelines

(Revised: January 28, 2016)

The Southeastern Conference (SEC) Faculty Travel Program is intended to enhance faculty collaboration that stimulates scholarly initiatives between SEC universities. It gives faculty members from one SEC university the opportunity to travel to another SEC campus to exchange ideas, develop grant proposals and conduct research. The program may not be used in conjunction with outside employment, and universities are not permitted to carry over unused funding. (***Any unused funds must be returned to the SEC office by July 31 each year.***) Each university is responsible for developing its own application and selection process to identify participating faculty, and general program procedures are as follows:

- Each SEC university will be able to access up to \$10,000 per year from the SEC for faculty members participating in the travel program.
- Travel program checks will be written from the SEC in late October or early November to the faculty member's home institution and will be applicable to all program participants. The faculty member's home institution is responsible for distributing the travel funds for transportation, room, board, etc.
- The faculty member may visit any SEC institution, and consideration must be given to how many other SEC faculty will be on a particular campus that year and/or in the same timeframe. (***All travel must occur between August 1 and July 31 each year.***)
- The travel funds should be used during an appropriate period, such as a sabbatical leave, the summer, a designated university break, etc. And, faculty members are responsible for arranging coverage of their duties at their home institutions.
- The faculty member should contact a host unit (e.g., department, research center, school etc.) that he or she wishes to visit to determine that unit's receptivity and availability. During the visit, the faculty member may consult with faculty and/or students, offer lectures, present concerts, conduct research, etc.
- After the visit, the faculty member should submit a brief report to his or her Provost (copied to the university's SEC Faculty Travel Program contact) describing outcomes of the visit. A standard form for this report is available from the university point of contact or SEC office.

If a university wishes to **host** a faculty member, the following basic guidelines should apply:

- A representative from the host unit should issue a letter of invitation to the faculty member outlining expectations for the visit, and if available, the preferred visit dates.
- Once a host unit has accepted a faculty member, an individual from the unit should be available to assist with matters related to lodging, office space, telephones, computers, parking and access to special facilities.
- The host unit should announce and promote the faculty member's visit and the planned activities.

The following information must be provided to the SEC by the home institution's SEC Faculty Travel Program contact (or designee) by **August 1** each year, preferably in Microsoft Word or Excel.

- List of faculty participants
 - Name and title
 - Contact information (mailing and email addresses)
 - Host SEC university and unit
 - Anticipated visit dates
 - Brief summary of planned activities
 - Portion of SEC funds faculty member will receive
- Faculty member's biography (no more than 125 words)
- Faculty member's professional head shot (color, 1500x2000 pixels, 300 dpi resolution, jpeg format)
- Copy of host unit's invitation letter to the faculty member

Southeastern Conference Member Universities

University of Alabama – Tuscaloosa, Alabama

University of Arkansas – Fayetteville, Arkansas

Auburn University – Auburn, Alabama

University of Florida – Gainesville, Florida

University of Georgia – Athens, Georgia

University of Kentucky – Lexington, Kentucky

Louisiana State University – Baton Rouge, Louisiana

University of Mississippi (Ole Miss) – Oxford, Mississippi

Mississippi State University – Starkville, Mississippi

University of Missouri – Columbia, Missouri

University of South Carolina – Columbia, South Carolina

University of Tennessee – Knoxville, Tennessee

Texas A&M University – College Station, Texas

Vanderbilt University – Nashville, Tennessee

SEC Representative

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Birmingham, Alabama, 35203-1103

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About SECU

The SEC Faculty Travel Program is one component of the SECU academic initiative. SECU is the main way the Southeastern Conference sponsors, supports and promotes collaborative higher education programs and activities involving administrators, faculty and students at its fourteen member universities. The goals of the SECU initiative include highlighting the endeavors and achievements of SEC faculty and universities; advancing the merit and reputation of SEC universities outside of the traditional SEC region; identifying and preparing future leaders for high-level service in academia; increasing the amount and type of education abroad opportunities available to SEC students; and providing opportunities for collaboration among SEC university personnel.



SEC Faculty Travel Program Dates to Remember

(Revised: January 28, 2016)

In support of the SEC Faculty Travel Program, each year the SEC provides up to \$10,000 in travel awards to each SEC university to assist participating faculty. The important dates associated with the program are listed in the chart below, and for additional information, contact Torie Johnson, Executive Director, SECU, at tjohnson@sec.org.

ACTIVITY	DATE	NOTES
Participating Faculty Identified to SEC Office by Universities	August 1	See program guidelines for more information
Participating Faculty Travel Trips May Begin	August 1	
Travel Funds Provided to Universities by SEC Office	November 1	Funds distributed by universities to faculty
Participating Faculty Travel Trips Must be Completed	July 31	
Unused Faculty Travel Funds due to SEC Office	July 31	
University Participation Summary due to SEC Office	September 1	See program guidelines for more information

SEC Faculty Travel Program University Contacts

(Revised: January 28, 2016)

Institution	Contact	Check Information	Notes
University of Alabama	Dr. Carl Pinkert Vice President for Research and Vice Provost Phone: 205-348-4566 Email: cap@ua.edu	Check To: University of Alabama Office for Research Box 870117 Tuscaloosa, AL 35487-0117	
University of Arkansas	Dr. Bob Beitle Associate Vice Provost, Research & Economic Development 205 Administration Building Fayetteville, AR 72701-1201 Email: rbeitle@uark.edu	Check To: University of Arkansas Research and Economic Development 205 Administration Building Fayetteville, AR 72701	Attn: Amita Patel, Budget Manager
Auburn University	Dr. John Liu Associate Vice President for Research Phone: 334-844-4784 Email: liuzhan@auburn.edu	Check To: Auburn University Office of the Provost 208 Samford Hall Auburn, AL 36849-5108	Attn: Amanda Malone, Budget Management
University of Florida	Dr. Angel Kwolek-Folland Associate Provost, Academic Affairs Phone: 352- 392-4792 Email: akf@aa.ufl.edu	Check To: University of Florida Office of the Provost and Sr. Vice President PO Box 113175 Gainesville, FL 32611-3175	Attn: Dawn Riedy, Budget Coordinator Cc: Ileana McCray on all communication
University of Georgia	Dr. Bob Scott Associate Vice President for Research Phone: 706-542-3739 Email: rscott@uga.edu	Check To: University of Georgia Office of the Vice President for Research Room 150E Paul D. Coverdell Building 500 D.W. Brooks Drive Athens, GA 30602	Cc: Lauren Sisko on all communication
University of Kentucky	Dr. G. T. Lineberry Associate Provost for Faculty Advancement Phone: 859-323-6589 Email: gt.lineberry@uky.edu	Check To: University of Kentucky 205 Frazee Hall Lexington, KY 40506-0031	Cc: Rita Wilkie on all communication
Louisiana State University	Dr. Stephen David Beck Associate Vice President Phone: 225-578-0873 Email: sdbeck@lsu.edu	Check To: Louisiana State University Office of Research & Economic Development 130 David Boyd Hall Baton Rouge, LA 70803	
University of Mississippi	Dr. Amy Wells Dolan Associate Provost Phone: 662-915-5710 Email: aewells@olemiss.edu	Check To: The University of Mississippi Office of the Provost 137 Lyceum University, MS 38677	Cc: Jason Hale on all communication

Mississippi State University	Dr. Teresa Gammill Assistant Vice President for Research Phone: 662-325-3570 Email: tgammill@research.msstate.edu	Check To: Mississippi State University Office of Research & Economic Development P.O. Box 6343 Mail Stop 9722 Mississippi State, MS 39765	
University of Missouri	Dr. Pat Okker Senior Associate Provost Phone: 573-882-6597 Email: OkkerP@missouri.edu	Check To: University of Missouri Office of the Provost 116 Jesse Hall Columbia, MO 65211	CC: Marla Applebaum on all communication
University of South Carolina	Derlene Lowder Director of Academic Research Phone: 803-777-5315 Email: lowderd@mailbox.sc.edu	Check To: University of South Carolina Office of the Provost 102 Osborne Administration Building Columbia, SC 29208	
University of Tennessee	Dr. Taylor Eighmy Vice Chancellor for Research and Engagement Phone: 865- 974-8701 Email: teighmy@utk.edu	Check To: University of Tennessee Office of Research & Engagement 1534 White Avenue, Suite 403 Knoxville, TN 37996-1529	Cc: Alan Rutenberg on all communication
Texas A&M University	Dr. Blanca Lupiani Interim Dean of Faculties/ Associate Provost Phone: 979-845-4274 Email: blupiani@tamu.edu	Check To: Texas A&M University Dean of Faculties / Associate Provost 1126 TAMU College Station, TX 77843-1126	Cc: Meghan Smith on all communication
Vanderbilt University	Dr. Dawn Turton Assistant Provost for Faculty Phone: 615-322-0329 Email: dawn.t.turton@vanderbilt.edu	Check To: Vanderbilt University Assistant Provost for Faculty 105 Kirkland Hall Nashville, Tennessee 37240	Second Contact: Susan Hart Assistant Vice Chancellor for Academic Affairs