



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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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.