

**COLLEGE OF ARTS AND SCIENCES  
FACULTY ASSEMBLY  
AGENDA  
October 24, 2014**

**2:00 p.m.**

**Kinard Auditorium**

- I. Approval of minutes** of September 05, 2014  
Arts and Sciences Faculty Assembly ..... Kelly Richardson, Chair
  - i. [See appendix 1](#)
  
- II. Report from CAS Committees**
  - a. **Curriculum committee** ..... Dave Pretty
    - i. [See appendix 2](#)
  
- III. Old Business**
  
- IV. New Business**
  - a. **Travel and Professional Development policy** ..... Karen M. Kedrowski
    - i. [See appendix 3](#)
  
- V. Announcements**
  - a. **Michaela Volkmar, Outreach Librarian**
  
- VI. Dean's Remarks** ..... Karen M. Kedrowski
  
- VII. Adjournment**

**Note:** Quorum (35% of full-time faculty) is 51 faculty members. The minimum attendance to do business (20% of full-time faculty) is 29 faculty members.

## Appendix 1

### MINUTES COLLEGE OF ARTS AND SCIENCES FACULTY ASSEMBLY September 5, 2014

2:00 p.m.

Kinard Auditorium

#### I. Approval of Minutes:

The meeting was called to order at 2:01 p.m. by Dr. Kelly Richardson, Associate Professor of English and Chair of Faculty Assembly. The minutes of the August 21, 2014 Faculty Assembly meeting were approved with no corrections.

#### II. Curriculum Committee Report:

Dr. Dave Pretty, Chair of the Curriculum Committee, presented seven course actions and one program change requiring a faculty vote for adoption. In addition, Dr. Pretty presented to the college the 2014-15 chart listing deadlines for submitting curriculum materials.

##### a. The following course change proposals were reviewed and approved:

- i. Modify course: ENGL 431, Academic Internship in English. Officially document the standing practice of setting goals individually via internship contract and evaluating via portfolio and on-site evaluation. Also list grading type as SU instead of regular, and terms offered as Fall, Spring, and Summer.
- ii. Modify course: ENGL 432, Academic Internship in English. See above.
- iii. Modify course: ENGL 433, Academic Internship in English. See above.
- iv. Modify course: WRIT 431, Academic Internship in Writing. See above.
- v. Modify course: WRIT 432, Academic Internship in Writing. See above.
- vi. Modify course: WRIT 433, Academic Internship in Writing. See above.
- vii. Add course: MDST 350, Studies in the Middle Ages (Department of Interdisciplinary Studies). For in-depth consideration of a topic within medieval studies. May be offered under various topics; may be repeated for credit under different topics.

##### b. The following program change was reviewed and approved:

- i. Modify program: BS in Nutrition/Dietetics. Change program to accommodate new general education requirements while maintaining ACEND accreditation standards. (Dr. Pretty noted that these new program changes and requirements presented by the Department of Nutrition adhered to the new GEN ED requirements. After some discussion, during which Dr. Pretty clarified that the foreign language requirement should be listed as “three to eight hours” and the Oral Communication requirement

should be changed from “three hours” to “zero to three hours,” the proposed Program in Human Nutrition was unanimously approved.)

c. **The 2014-15 Chart Listing Deadlines for Submitting Curriculum Materials was presented.**

- i. During a brief discussion of the [2014-15 Chart Listing Deadlines for Submitting Curriculum Materials](#), Dr. Pretty emphasized that faculty members should attempt to submit curriculum changes as soon as possible to ensure that they are included in the next academic catalog. Dean Kedrowski added that the academic catalogs are usually proofed in March for the following academic year. Dr. Marsha Bollinger, Chair of the Department of Interdisciplinary Studies, asked if Chairs could get clarity on ambiguities in the template used to submit program requirements, and Dr. Pretty stated that they would be able to get a clarified and vetted template. A discussion ensued regarding changes in program requirements, and Dr. Pretty emphasized that the goal of making any program changes is to make requirements and majors as flexible as possible for students. It will also be possible for students to switch to later catalogs to ease requirements in their majors. Dr. Richardson noted that Dr. Pretty will distribute an updated template to program chairs, and Dr. Pretty offered a strong plea and request to have all curricular changes submitted for review by October 28th, 2014.

**III. Nominating Committee Report:**

Dr. Leslie Bickford, Chair of the Nominating Committee, provided the following list of nominees for a position in the CAS Curriculum Committee:

- a. **Rick Chacon (SOC/ANTH)**
- b. **Nathaniel Frederick (MCOMM)**

Dr. Bickford solicited additional nominations from the floor for the CAS Curriculum Committee position. No additional nominations were offered from the floor. A motion from the floor to close nominations was seconded and passed unanimously. Dr. Bickford noted that electronic voting through a Qualtrics online survey platform would be open until noon on Monday, September 8, 2014.

**IV. Old Business:**

a. **Overview and Discussion of Activity Insight/Digital Measures:**

- i. Dr. Beth Costner and Mr. Brian Hipp provided faculty members with continued training and instruction in the features on Digital Measures (Activity Insight). Dr. Costner pointed out the helpful “pasteboard” feature that allows faculty members to cut and paste material while working in any field or while working between screens and demonstrated how to use this helpful feature. She noted that drop down menus will help to organize entries and data entered into Digital Measures. Dr. Costner again reminded faculty members that the software will automatically list

the faculty member who is entering data as the “first investigator.” On-campus co-writers or co-contributors should always allow first authors or investigators to enter the data the first time. Faculty members should list all author or contributor names in the order in which they want the material to appear in print.

- ii. Dr. Costner stated that faculty members should be careful to enter dates, as at least one date must be associated with each entry point. Entering a year is sufficient; months and days are not necessary. She also pointed out that, when entering the system, the last entry faculty members have worked on will always be highlighted in green.
- iii. Dr. Costner fielded questions from the floor regarding multiple authors, presentations, and the entry of data into the system. Dr. Michael Lipscomb commented that the term “second author” is ambiguous and means different things in different contexts, and Dr. Merry Sleight, Professor of Psychology, asked about how data should be entered for scholarly presentations. Dr. Costner replied that this system is a data entry system, and that the written forms that are produced by the system can be organized and manipulated in various ways. Dr. Costner also stated that scholarly presentations are located in a separate field within the system. In reply to questions about drop down menus, titles and roles, and empty fields, Dr. Costner clarified that the drop down menus allow faculty members to clarify their roles in presentations and in scholarly projects, and that some categories in the menus are not as relevant to CAS, but may be relevant or necessary in other colleges.
- iv. Dr. Costner stated that faculty members are encouraged to enter relevant data from their curricula vitae going back at least to their last promotion/tenure/post-tenure review. Faculty members can enter as much data prior to their last as they wish, but should make sure they have their major professional accomplishments listed (enough to fill a short-form one-to-two-page c.v.). CAS faculty members should try to have this essential information entered by the end of the fall 2014 semester, as annual reports will be run from Digital Measures by the CAS in May of 2015. Faculty members will be able to print and view their own annual reports from Digital Measures, and are encouraged to view these before May 15, 2015. Faculty members may make changes to the data entered in Digital Measures at any time; the annual reports are not “official” until they are submitted to the Dean’s office. In response to Dr. Michael Lipscomb’s question about who has access to these reports, Dr. Costner stated that Dr. Costner, Mr. Hipp, and Dean Kedrowski have access to the faculty annual reports. In response to a question about whether or not faculty members going up for pre-tenure review this year will have to generate reports from Digital Measures, Dr. Costner clarified that they will not; they will simply use their last two annual reviews as part of their pre-

tenure portfolio. Dr. Costner further clarified that after this year, annual reports will be generated exclusively from Digital Measures in the College.

- v. Mr. Brian Hipp noted that faculty can upload publication data directly from a BibTex file. Also, Digital Measures is working on the ability to import data from online publication databases through services like PubMed. Faculty members will be able to cut and paste information from other types of databases and files as needed.

**b. Discussion of the CAS Undergraduate Research Grid**

- i. Dean Karen Kedrowski noted that in March or April of last year, the CAS Faculty Assembly voted to add a discussion of the Undergraduate Research Grid to an upcoming meeting agenda. This grid was developed by Undergraduate Research Committee members for use by Personnel Committee Chairs as a way to help them determine how to categorize undergraduate research in faculty reviews. The grid lays out conditions to assess where projects should be categorized and, if approved by CAS faculty members through a vote, will be appended to future scholarship statements.
- ii. Dr. Kelly Richardson presided over a brief discussion of the Undergraduate Research Grid. Dr. Michael Lipscomb noted that the grid provides much needed clarity, but he stated that he hopes there will be an understanding that particular departments may not be in alignment in how they view and categorize faculty involvement in undergraduate research. He suggested that perhaps the Dean of CAS could send a memo to various departments about this potential discrepancy.
- iii. A motion was submitted and seconded to bring the issue to a vote, and CAS Faculty members voted unanimously to append the Undergraduate Research Grid to all scholarship statements in the future.

**V. New Business:**

There was no new business.

**VI. Announcements:**

- a. Dr. Karen Kedrowski, Dean of the College of Arts and Sciences, recognized and acknowledged Dr. Matthew Fike, Professor of English, for receiving the College of Arts and Sciences Outstanding Faculty Mentor Award. Dean Kedrowski congratulated Dr. Fike for helping to develop student intellectual talents in an extraordinary way, for helping students to focus their efforts on publication, and for helping students to achieve their professional and scholarly goals. Dean Kedrowski noted that the College of Arts and Sciences has had an outstanding year in undergraduate research, particularly students in the Department of English, and expressed her heartfelt gratitude for Dr. Fike's extraordinary accomplishments.

- b. Dean Kedrowski presented Dr. Kristi Westover, Professor of Biology, with the Lynn Harand Outstanding Advisor Award for the College of Arts and Sciences. Dean Kedrowski noted that this is a student nominated award, and shared that students who nominated Dr. Westover spoke movingly of her role in promoting student intellectual development and in helping students proceed successfully through the major and develop professional goals. Dean Kedrowski offered her heartfelt appreciation to Dr. Westover for her exemplary efforts in student advising.
- c. On behalf of Ms. Kat Wilson, Dr. Richardson reminded faculty members to check their entries in the CAS Faculty Directory and to make any necessary corrections or changes.
- d. Dr. Richardson noted that there would be no CAS Graduate Faculty Committee meeting following the meeting; the next Graduate Faculty Committee meeting will be held on October 24, 2014, following the 2:00 p.m. Faculty Assembly meeting.
- e. Dr. Michael Lipscomb, member of the Faculty Committee on University Priorities, noted that committee members want to continue the process of presenting concerns regarding university priorities. Dr. Lipscomb urged faculty members to continue to submit inquiries to him and to other members of the committee. These concerns will be submitted to administrators and to the Acting President. Dr. Lipscomb noted that the committee's report from last year is currently being reviewed by President Boyd and the report will be published soon. Dr. Lipscomb stated that the committee will assess the degree to which faculty concerns have been adequately met, and will continue to press administrators for meaningful responses and feedback. The Committee on University Priorities is already focusing on the following important issues:
  - i. Summer school faculty pay.
  - ii. The overall financial status of the university and the need for more transparency in this area.Dr. Lipscomb urged faculty members to continue to provide feedback to members of the Committee on University Priorities, especially about issues related to the budget or allocation of resources. Dr. Lipscomb emphasized that any issue may be brought to the attention of the committee, but clarified that smaller, logistical issues should be submitted to the Committee on University Life, which is Chaired by Dr. Kathy Davis, Associate Professor of Physical Education, Sport, and Human Performance ([davisk@winthrop.edu](mailto:davisk@winthrop.edu)), while larger, broad issues should be submitted to the Committee on University Priorities. (Faculty members may contact committee members Dr. John Bird, Dr. Brent Cagle, Dr. Jennifer Disney, or the Chair of the committee, Dr. Michael Matthews.)
- f. Dr. Beth Costner stated that she has been tasked to work on a faculty manual for the College of Arts and Sciences. She asked that any faculty members who wish to help with creating a faculty manual for the College of Arts and Sciences email her to express their interest. Dr. Costner noted that the process to create a manual would be relatively quick and streamlined.

- g. Dr. John Bird, Professor of English and Faculty Representative to the Board of Trustees, thanked Dr. Ginger Williams, Associate Professor of History, for her email in which she expressed concern about inequitable faculty compensation. He noted that many CAS faculty members chose to attend a recent Board of Trustees meeting where Dr. Gary Stone gave an eloquent, reasoned, and passionate statement regarding faculty members' concerns about faculty compensation. Dr. Bird stated that he has been assigned to the Board of Trustees Committee on Compensation, and asked CAS faculty members to share with him any concerns, experiences, or opinions regarding faculty salaries and compensation. Faculty members should express these concerns to him by October 3, 2014.

**VII. Dean's Remarks:**

- a. Dean Karen Kedrowski noted that the transition to Digital Measures (Activity Insight) is an ongoing process and recognized that there are faculty concerns about the structure of the prompts in Digital Measures. She stated that she and Dr. Costner have been engaged in ongoing talks about these concerns, and that they welcome feedback from faculty members about the process. Dean Kedrowski assured faculty members that she, Dr. Costner, and Mr. Hipp will work to fix and modify the system, but that they need to know specific concerns and questions so that they can address them. She also asked that faculty members propose solutions to problems with the system as they are identified so that they can be addressed and fixed. She asked CAS faculty members to be attentive and sensitive to the diversity and complexity of the people using the system across the university. Finally, Dean Kedrowski encouraged faculty members to offer feedback and stated that she takes faculty concerns seriously.
- b. Dean Kedrowski stated that CAS travel funds are allocated based on the priorities listed in a previous faculty survey on allocation of travel funds. She stated that she has already received 75% of the total amount of travel funds received last year. In response to a question from Dr. John Bird about how travel funds are allocated, Dean Kedrowski stated that typically around one-half of the cost of trips is funded. Faculty members are not limited to a gross amount, but the total amount of resources received by each faculty member may be considered. Dean Kedrowski noted that a review of travel requests from last year revealed that no trivial or unimportant funds were requested. Dean Kedrowski noted that all faculty requests are important, and she expressed regret that we have so little money to offer for the fantastic work faculty members are doing.
- c. Dean Kedrowski stated that the college is under pressure to reduce dependence on adjuncts in an effort to cut costs. President Boyd wants the institution to be in a healthy financial state before the arrival of the next president. The college will be increasing course caps, but Dean Kedrowski stated that she did not want to jeopardize the academic experience for the students. She stated that concerns about course caps should be addressed to her, and noted that department chairs are

facing a balancing act between enlarging course sizes and assuring a comparable academic experience for students.

- d. Dean Kedrowski reminded faculty members that, as we enter an election season, the university welcomes candidates and public officials to the campus, but the university cannot endorse candidates or ideological viewpoints. A Protocol Statement on political figures and elections can be found on the CAS Faculty Resources website.
- e. Dean Kedrowski stated that last spring, the college ran nine courses after the mid-semester mark. The typical student in these courses was a junior. Over one-half of students enrolled in a late-semester course had dropped a course during the semester; however, 44% had not dropped any courses and were just adding another course to a full-time load. Two-thirds of these students earned a C- or better, but almost 20% of these students failed the course. Dean Kedrowski noted that the more hours the student carried, the higher their grade in the late-semester course; the more hours students dropped, the lower their grade. Dean Kedrowski concluded that this information has advising implications. These late-semester courses are not “give-away” courses. Weak students may fail the courses, but they can also help stronger students catch up on grades or requirements.
- f. Dean Kedrowski announced that four departments will have site visits this fall: Mass Communication, Biology, Psychology, and Mathematics.
- g. She announced that The Hornsby Lectures will feature Dr. Carol Tavris this year and will be held on October 28 and 29, 2014.
- h. She announced that Winthrop University, under the leadership of Dr. Casey Cothran, Assistant Professor of English, will host the Victorians Institute Conference, an international scholarly conference, on October 24 and 25, 2014.
- i. Finally, Dean Kedrowski announced that scholarships will be recognized this year at Homecoming on November 15<sup>th</sup>, 2014.

#### **VIII. Adjournment:**

Dr. Kelly Richardson adjourned the meeting at 3:41 p.m.

Respectfully submitted,

Amanda L. Hiner, Ph.D.

## Appendix 2

**Curriculum Committee**  
Report for Faculty Assembly  
From October 14, 2014 meeting

**1. The following course change proposals were approved:**

- a. Add course: BIOL 121, Bench to Bedside: Pre-health professions preparation.
- b. Add course: ENGE 390, Junior field experience.
- c. Add course: ENVS 220, Environmental career exploration.
- d. Add course: ENVS 350, Special topics in the environment.
- e. Add course: ENVS 470, Environmental experiential learning.
- f. Modify course: ENVS 490, Senior seminar in the environment. Change in number, modification of course goals, and additional prerequisite.
- g. Modify course: ENVS 510, Special topics in the environment. Addition of goals, methods of evaluation, and graduate student requirements; change to optional status for ENST and ENSC majors; minor wording changes.
- h. Add course: INAS 201, Introduction to study abroad.
- i. Modify course: MCOM 101, Media, technology and culture. Update course title.
- j. Drop course: MCOM 260, Writing for interactive media. Course is no longer taught.
- k. Modify course: MCOM 325, Digital news writing and video production. Fewer credit hours.
- l. Modify course: MCOM 333, News editing. List as elective for DIFD.
- m. Modify course: MCOM 342, Advanced reporting and writing. List in DIFD program.
- n. Modify course: MCOM 346, Principles of television production. List as elective for DIFD.
- o. Modify course: MCOM 350, History of American mass media. Remove HIST 212 as prerequisite.
- p. Modify course: MCOM 441, Multimedia reporting of public issues. Update course title.
- q. Modify course: MCOM 444, Media management. Change in prerequisites.
- r. Modify course: ANTH 302, Anthropological theory. Disallow S/U option.
- s. Modify course: SOCL 302, Social theory. Disallow S/U option.
- t. Modify course: SOCL 316, Social research I: Statistics. Disallow S/U option.
- u. Modify course: SOCL 516, Social research II: Methods. Disallow S/U option.

**2. Twenty-five program change proposals were delayed pending clarifications.**

**3. The following blanket petition was approved:**

- a. *Department of Mass Communication:* For the IMC program, in all previous catalogs, add HIST 212 to the list of 20 courses stipulated as options for a 3-hour requirement.

**4. Fourteen student petitions were approved, and one was tabled for clarification.**

## Appendix 3

### **Travel and Professional Development in the College of Arts and Sciences**

The College of Arts and Sciences (CAS) recognizes the importance of travel to support faculty and student research, student intellectual development, and faculty and student professional development. Indeed, conference attendance is an important means to develop and maintain a research agenda, to raise the institution's profile, mentor students, and to serve the discipline.

Funding to support travel may come from a variety of sources, including the Dean's Office budget. The University's Undergraduate Research Program and the Graduate School provide some support to students engaged in research. Some departments and programs also have access to grant funds and/or dedicated foundation accounts to support faculty, staff, and student travel.

The purpose of this document is to summarize the travel policies for the College of Arts and Sciences. In addition, all travel funded by the College will be done so consistent with University policies and state requirements. For more information, please consult Accounts Payable web page (<http://www.winthrop.edu/controllersoffice/default.aspx?id=4761>).

#### **Travel Application Procedures**

**Application Deadlines:** The College of Arts and Sciences has four deadlines to submit applications for travel support from the College. These applications should be in the form of [Travel Authorization](#) form (TA) that details the estimated costs of the trip. Signed TAs must be submitted to the Dean's Office by:

- September 1
- November 15
- January 31 (final opportunity for travel prior to June 30)
- April 1 (first opportunity for travel after July 1)

Should any of these deadlines fall on a weekend or University holiday, the travel requests will be due the following business day.

Faculty members who submit travel requests between these dates that will occur before the next deadline will be accommodated on a case by case basis. However, faculty members who submit after the deadlines may receive less support since most funds will be allocated by the January 31 deadline.

TAs submitted by faculty members who submit their travel requests between these dates, but whose travel occurs after the next deadline will be held and considered with all other requests submitted on the next deadline.

**Justifications:** Applicants should provide detailed justification for the travel, the benefit that will accrue to the employee and/or the institution, and the activities that the traveler will undertake during the trip. The stronger the traveler's case, the more likely s/he will receive funding.

**Signatures:** All TAs need to be signed by the traveler and department chair prior to submission to the Dean's office for approval.

*CAS faculty, staff, and students should not expect "first dollar" reimbursement for travel costs. Indeed, all travelers should expect to cover some of the costs associated with their travel and are encouraged to economize in any way possible.*

The College will make every effort to provide partial support for travel requests, subject to available funding. Faculty members are also encouraged to apply for funding from other internal and external sources, as appropriate.

**Travel by Professional Staff Members:** The College of Arts and Sciences also recognizes that staff may have professional development needs that require travel. Staff members wishing to engage in such opportunities should follow the application procedures below and include a significant justification for their participation. Their requests will be considered alongside all others. First preference will be given to professional staff members who do not have access to travel funds through grants, contracts, or other sources.

**Types of Travel Funded:** The College of Arts and Sciences will provide support for travel for the following reasons. This is not an exhaustive list and is provided for illustrative purposes only:

- To present original disciplinary research and/or in the scholarship of teaching and learning at a professional conference.
- To accompany undergraduate and graduate students who are presenting or co-presenting research at professional or student research conferences.
- To attend a conference or workshop to prepare for an accreditation visit or as required to maintain national accreditation.
- To attend a conference or workshop to maintain required professional licensures.
- To serve on a governing board of a professional association.
- To receive professional development to support an administrative position at the institution (i.e. department chair, graduate director, program director, etc.)
- To represent the University in some official capacity at the request of the Dean, Provost, or President.

The College will prioritize travel requests based, in part, upon the results of a survey of faculty members conducted in Spring 2014. These preferences are reflected in the bulleted list above. Again, consistent with faculty preferences as expressed in this survey, the College will provide funding for multiple trips as funds allow.

**Other Sources of Travel Funds:** Departments may provide travel or other professional development funds at their discretion and as budgetary constraints allow. In addition, employees are encouraged to seek funding through other University offices in accordance with their procedures.

**Allowable Expenses:** Allowable expenses include, but are not necessarily limited to, transportation (airfare, taxi, shuttle, vehicle rental, parking, gasoline, mileage, public transit, etc.

as appropriate); registration; hotel; and per diem, as permitted by University policy and state regulations.

**Student Travel Supported by the Graduate School or Undergraduate Research Program:**

When submitted, these travel authorizations must include the forms and documentation required by the Graduate School or the Undergraduate Research Program.

**Travel Funded by Research Council Grants and External Grants and Contracts:** Some faculty and students have access to funds to support travel and do not require additional funds from the College of Arts and Sciences. These TAs may be submitted at any time. These TAs need to include appropriate budget numbers.

**Blanket Travel Authorization:** Faculty and staff members who travel frequently may choose to submit a “blanket travel authorization.” This option permits employees to cover numerous trips with one TA if these trips are for the same or similar purposes.

**Travel Authorizations for Insurance Purposes Only:** If a Winthrop employee or student is planning professional travel but does not seek financial support for this travel, s/he is encouraged to complete a travel authorization and to request \$0 for reimbursement. This TA will ensure that employee or student is covered by Winthrop insurance. No travel reimbursement forms are required in these instances.

**Travel to Political Events and Gatherings:** The College will fund travel to political conventions, rallies, and other gatherings for the purposes of research and/or student intellectual development, and as long as any state employees who attend abide by the [Guidelines for Appropriate Civic Engagement as a State Employee](#).

**Remunerated Travel:** Faculty members who travel for professional purposes whose travel expenses are paid by another organization should file a travel authorization for \$0 to ensure they are covered by Winthrop University insurance. Examples include service on a professional association board, reviewing programs at other institutions, guest lectures and the like.

*Travel expenses paid by other agencies or organizations are considered remuneration even if no other honoraria or compensation is provided. They are thus subject to approval by the University. Faculty members need to complete the [Outside Employment and Consulting form](#) prior to such travel.*

**Travel Reimbursement and Prepayment Procedures:**

Upon return from a trip for which reimbursement is sought, the traveler must be complete a [Travel Reimbursement](#) form and attach original receipts and submit these materials to the Dean’s Office. Printed copies of emailed receipts for airfare are acceptable. Receipts should be turned in for lodging, parking, taxis, registration, airline, etc. *It is not necessary to attach meal receipts as meals are reimbursed using a state mandated per diem amount.* One does not need to submit receipts for any items that are prepaid.

**Per Diems and Travel to Professional Conferences:** From time to time, conference registration fees cover some meals. The University does not provide per diem reimbursement for meals covered by the conference registration fees. Thus, employees must include a copy of the *brief conference agenda* or *daily schedule* that includes a listing of included meals and/or meal breaks. The per diem paid will be adjusted accordingly.

**Alcohol:** The University does not reimburse for alcohol consumed.

**Deadlines:** Faculty, staff, and students are expected to submit their travel reimbursement forms *within two weeks of completing the travel*. Individuals who travel near the end of the fiscal year (June 30), should complete their travel reimbursements *without delay upon their return* and no later than the following deadlines:

<b>Travel completed by:</b>	<b>Reimbursements Submitted to Dean's Office by:</b>
July 1 – June 5	Within two weeks of completing travel
June 6	June 9
June 7-18	June 20
June 19-30	July 1

*Individuals whose travel is completed before June 6 who do not submit their travel reimbursement forms in prior to the end of the fiscal year will forfeit any funds promised to them by the College or the University.*

**Travel Prepayment:** Travelers may request that certain expenses be prepaid, if travel support is sufficient to cover such expenses. All purchases using a University-issued procurement card must comply with all [University Procurement Card Policies and Procedures](#).

### **Traveling with Students:**

The College of Arts and Sciences encourages faculty members to travel with students whether on field trips, to conferences, on enrichment excursions, and more. Faculty members must adhere to these regulations when traveling with students:

**Travel Authorization:** Submit a travel authorization(s) with the names and Winthrop ID numbers of all students and Winthrop employees participating in the travel, *even if one is not seeking any financial support for the trip*. This ensures that the travelers are covered by Winthrop University insurance.

**Vehicle Rental:** Faculty traveling with students are required to rent vehicle(s) from the University's provider in order to be covered by University insurance. If a student or faculty member uses her/his personal vehicle and is involved in an accident, the driver's personal automotive insurance covers the damages. The driver is then responsible for the deductible and any changes in their insurance premiums resulting from the accident.

**Special Course Authorization Forms:** Courses that include a significant travel component (i.e. spring break trip, short term study abroad) need to complete the special course authorization

form as required by the University and comply with all other requirements as instituted by the University.

### **Absences from Campus:**

**Faculty Absences:** The College of Arts and Sciences recognizes professional travel as a legitimate reason to be absent from one's regular, on-campus responsibilities. However, faculty members are expected to minimize the impact of their absences on student learning. Faculty may do so by arranging for colleagues to cover their classes, developing alternative assignments, and/or teaching remotely using Blackboard or other appropriate technology. In any case, faculty absences must abide by the [Faculty Absence Policy](#).

**Student Absences:** Faculty members are expected to provide an excused absence to students who are traveling on University business (including conference participation, short term study abroad, field trips, musical performances, athletic competitions, etc.). Students are responsible for providing the appropriate documentation to their instructors in advance of the planned travel. In addition, students are expected to confer with their instructors in advance of any planned travel, and to arrange to make up any required course work in a timely fashion.

### **Other Types of Professional Development**

Increasingly, appropriate professional development opportunities are available to faculty or staff through webinars and other electronic means. The College of Arts and Sciences is willing to entertain proposals for this type of professional development on a case-by-case basis. Factors in the decision include, but are not limited to, the cost of the professional development opportunity, the benefit to the College or to other faculty members, and the relationship of the subject matter to the faculty member's or staff's professional responsibilities.