

MEMORANDUM

TO: Academic Deans, Department Chairs, Vice Provosts

FROM: Kimberly Andrews Espy, Ph.D.
Provost and Senior Vice President for Academic Affairs

Brian McNamara
Assistant Vice President for Academic Resource Management

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SUBJECT: Advancing UTSA's National Impact Travel Awards

DATE: August 23, 2022

Academic Affairs is committed to partnering across our academic colleges and support divisions to advance three objectives: 1) Investing in professional development for our talented faculty and staff, 2) Deepening our national impact through supporting travel that disseminates the full range of university scholarship, 2) Bringing visibility to the university.

Continuing this successful program to support faculty and staff travel in partnership with colleges and support divisions, Academic Affairs is pleased to sponsor UTSA National Impact Travel Awards, available for tenured/tenure track faculty, full-time fixed-term-track faculty, and academic support division staff, that are designed to increase our national impact and bring visibility to our university. This program in Academic Affairs complements that in Research, Economic Development, and Knowledge Enterprise that supports research travel and dissemination.

To support pedagogical innovation that benefit our students, the program administered by Academic Affairs, in partnership with the academic colleges, will continue to provide resources that enable conference participation for professional development to improve teaching skills or learn a new pedagogy for fulltime Fixed-Term Faculty and Tenured/Tenure-Track faculty.

UTSA has developed or implemented many innovative programs that benefit the success of our students, which can serve as a national model for other universities to emulate. This year, this program will be expanded to also include support for college or academic support division staff to travel to present their empirical results from evaluation of implementation of UTSA programs at high profile, national meetings/conferences.

The maximum travel award reimbursement is up to \$1000, with an additional \$500 match provided by local sources in the academic college or support division. If the cost of the travel is less than \$1500, the 2:1 Academic Affairs investment to local matched investment ratio must still be applied. For example, a travel expense of \$750, Academic Affairs will contribute \$500 and the academic college or support division must contribute \$250.

Reimbursement Request Process:

1. Travel expense reports should be processed consistently with normal procedures by the unit. The full amount of the expenses should be charged directly to unit cost centers. No expenses should be charged directly to Academic Affairs cost centers.
2. Financial Leads (or designee) should submit one [collective spreadsheet](#) by the 25th of each month to the vpaa.fms@utsa.edu inbox.

- a. This is a changed step in lieu of the SharePoint process used last year. A spreadsheet will be used this year to keep data submissions relative to each unit, as well as to simplify the submission process.
 - b. Please make sure to complete all sections of the spreadsheet.
3. Academic Affairs will process a budget transfer for the submitted activity by the close of each month to the requested unit cost center.

Additional Program Reminders:

- Travel awards will not be given in advance.
- Expense Reports must be submitted and paid out prior to budget transfer being processed.
- Each traveler can submit multiple reimbursement requests for different trips, if appropriate, but each traveler will be limited to the \$1,000 max reimbursement amount for the fiscal year.

Innovative Teaching/Pedagogy-Related Funding for Full-Time Fixed-Term and Tenured/Tenure Track Faculty:

- Faculty must be a) an author who is presenting a paper, poster or invited talk on pedagogy, curriculum, or program innovations at a recognized scholarly or educationally-oriented national/international conference, **OR** b) Attending a national or regional conference or organized training program for professional development to improve teaching skills or learn a new pedagogy in order to receive this award.
- Awards under this program are not permitted for faculty activities or purposes (such as study abroad, recruitment or the development or delivery of academic programs/courses/offerings).
- The Dean has the responsibility to determine funding source(s) and respective amounts from the noninstitutional sources, and should use discretion so that if an eligible tenured faculty member has access to other funds (e.g., F&A return, endowments, departmental allocation) to support her/his travel, those funds should be utilized first, allowing the colleges to allocate the travel support to a larger number of FTT faculty.
- After attending a conference or meeting, the faculty member must coordinate a workshop or a brown bag seminar to share with other faculty colleagues what was learned at the meeting to disseminate best practices. Academic Innovation and the Faculty Center can help to support the workshop/brown bag seminar as appropriate.
- Awards are selective, prioritizing visibility and institutional impact. Deans are expected to select awardees to fund the entire trip of a limited number of individuals.
- Colleges are required to support FTT faculty travel in order to receive support from Academic Affairs for T/TT travel. FTT faculty should be full time (>0.75 FTE).
- Unspent funds cannot be used for other purposes.
- For proper tracking of funds, colleges shall manage the faculty travel award process at the Dean or Vice Provost level.

Travel Support for Systematic Evaluation of Innovative Academic Support Programs for College or Academic Support Division Staff:

- Staff must be an author/co-author who is presenting the empirical results, program evaluation or other systematic method to assess impact of an innovative UTSA academic support program in a poster, paper, or invited talk at a recognized, organized national or international conference or meeting in order to receive this award.
- Funding under this program are not permitted for other staff activities or purposes (e.g., study abroad, recruitment, development or delivery of other academic program/course/offerings, or meeting/conference attendance).
- Deans/Vice Provosts should use discretion so that if an eligible staff member has access to other funds to support her/his travel, those funds should be utilized first, allowing the colleges or divisions to allocate the travel support to a larger number of staff.
- Awards are selective, prioritizing programmatic visibility and institutional impact. Deans and Vice Provosts are expected to select awardees to fund the entire trip of a limited number of individuals.
- The Dean or Vice Provost has the responsibility to determine funding source(s) and respective amounts from the non-institutional local sources.

- After attending a conference or meeting, the staff member must coordinate a workshop or a brown bag seminar to share with other staff colleagues in their unit what was learned at the meeting to disseminate best practices.
- Unspent funds from this program cannot be used for other purposes or carried forward to future years.
- For proper tracking of funds, units shall manage the faculty travel award process at the Dean or Vice Provost level.

KAE/BPM

cc: College and Division Financial Leads, VPREDKE