



## Southeastern Conference Faculty Travel Program Guidelines

(Revised: June 21, 2021)

The Southeastern Conference (SEC) Faculty Travel Program is intended to enhance faculty collaboration that stimulates scholarly initiatives between SEC universities. It gives full-time faculty members (as defined by the home university) from one SEC university the opportunity to travel to another SEC campus to exchange ideas, develop grant proposals, present lectures, conduct research and deliver performances. 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 complete the SEC's online reporting form that provides an opportunity to summarize the experience and share if future collaborations are planned. A copy of the summary report will be sent to the home university and to the SEC office.

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

- SEC Faculty Travel Program funds *may not* be used to host faculty members.
- 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, including through social media using the hashtag #SECFacultyTravel.

Using the program online submission form, the following information must be provided to the SEC by the home institution's SEC Faculty Travel Program administrator (or designee) by **August 1** each year.

- List of faculty participants
  - Name (as appropriate for publicity) 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, 1000x1000 pixels, 72 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**

### *About The SEC*

*The SEC supports and promotes collaborative programs and activities designed to highlight the teaching, research and service accomplishments of its students, faculty and staff, including related successes within the SEC's intercollegiate athletics programs. It showcases these achievements on regional, national and international levels using digital and social media platforms.*

### *SEC Faculty Travel Program Contact*

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