

**Category:** Academic

**Division:** Instructional Services

**Department:** Instruction

**Policy Title:** Professional Conference

**Policy Statement:** Faculty members are encouraged to attend professional meetings and conferences to keep up with the current trends in their fields.

**Procedures:** The faculty member's immediate supervisor will collaborate with the faculty to provide substitute activities for missed classes and to assure that adequate funds are available. All conferences, meetings, and trips need to be approved in advance. The appropriate trip request form must be completed and any appropriate documentation attached. The Vice President for Instruction and Student Services must sign the Trip Request before the trip occurs. If college funds are used and the faculty member is applying these hours towards advancement, upon return from the conference the faculty member must present how the information gained will be used to enhance the college. Presentations must have administrative approval.

**Contacts:** Vice President for Instruction and Student Services

**Approved Date:** 7/31/2013

**Policy History:** 7/31/13, 7/1/16

**Keywords:** Professional meetings, conferences

**Related Form:** Trip Request