

GUIDELINES FOR PROFESSIONAL ACTIVITIES
UNM-LA Office of Instruction

The Office of Instruction recognizes that faculty professional activities can provide great benefit to the individual, the Divisions, the institution, and ultimately to students who are, or should be, the recipients of the ongoing learning that their professors engage in. Every effort will be made to support faculty requests for professional activities including funding of conference fees, travel to conferences, workshop fees, etc. However, given the finite resources available to the Office of Instruction and college, it is likely that not all requests will be funded. Therefore, the following guidelines will be used to evaluate funding requests:

1. Purpose of activity:
 - The activity must explicitly support the initiatives and strategic goals of the Office of Instruction, UNM-LA, and UNM and/or
 - Be consistent with any recommendations of the Division Chair as part of the faculty review process
2. We will need to prioritize requests according to these general guidelines:
 - 1st priority – those who are presenting at a national or regional event or who will be fulfilling officer responsibilities
 - 2nd priority – faculty who are attending national or regional events

These priorities will not replace the need to satisfy the requirement in section 1.

3. Faculty should submit requests as early as possible to provide time for evaluation. A faculty member who wishes to travel to an activity off of the UNM-Los Alamos campus must submit a [Travel Form](#) in advance to the Department Chair and to the Dean of Instruction, who will act on the request. Out-of-state travel also requires the prior permission of the CEO. The faculty member must itemize expenses anticipated. Since UNM does not advance payment, the faculty member must save and submit original receipts for reimbursement. If approved, UNM will typically pay registration fees for professional meetings in advance. The Dean of Instruction may allocate amounts for other activities. Approval of requests and expense reimbursement are subject to availability of funding.
4. In addition to a clear statement of costs on the Travel Reimbursement Form, each request should be accompanied by a brief written summary that contains the following information:
 - the purpose
 - an explanation how the activity will enhance the student learning experience or,
 - an explanation of how the activity will serve the Division, the strategic aims of Instruction or college, or how it meets specific initiatives or the recommendations of the Division Chair as part of the faculty review process
 - details about the event and what sessions will be attended (Copies of brochures, announcements, agendas must be included as back-up information for accounting purposes)
 - specifically, how the information and activities from the conference/event will be shared with the Division or others
5. Process:
 - Activities funded by the college must be approved prior to any arrangements being made. If not, the faculty member assumes responsibility for expenses incurred.
 - Proposals are due a minimum of 30 days before scheduled activity.
 - Requests go first to the Division Chair who will then make a recommendation to the Dean. The Dean has final approval authority.
 - At the conclusion of the activity, address in writing how the activity accomplished the goals outlined in section 4 and show what changes/new knowledge was gained and how this can prove useful.