

## **Professional Development Travel for Language Instructors**

The Dean of Arts and Sciences has a budget to support a limited amount of travel for professional conferences and meetings, if grant or other funding is not available. The Dean's travel budget is limited, so authorization of requests will always be made subject to budget constraints on a first come, first served basis. In submitting your request, please observe the following guidelines.

1. Language instructors may receive up to \$1,250 in travel funds once per academic year to attend a conference, workshop, training session or other professional activity at which they do not present a paper.
2. Travel funds for this purpose include money for transportation (air, train, car, etc.), ground transportation (if applicable), registration fees, and one night of the hotel stay.
3. The conference, workshop, training session or activity must be related to professional development, which may include language teaching, literary studies, and technology in the classroom. The professional activity attended must be offered under the auspices of a recognized professional organization, and it must contribute to the language instructor's work at Brandeis.
4. A language instructor interested in attending a conference, workshop, training session or other professional activity should submit a Travel Authorization form, accompanied by a written request for funding to the Director or to the Coordinator for the language he or she teaches. In this request, the language instructor should provide:
  - i) the name of the sponsor of the conference, workshop, etc., and a brief explanation of the professional standing of this group;
  - ii) an explanation how the knowledge gained at this professional activity will benefit other language instructors and the language program(s) in his or her department; and
  - iii) a proposed date on which to present to the language instructors, in his or her field or department, the knowledge learned at this professional activity.
5. If the Director or Coordinator supports the activity, he or she will sign the Travel Authorization Form and forward it, accompanied by the written justification, to the Director of Budget and Planning in the Office of the Dean of Arts and Sciences (MS 138). Directors and Coordinators who wish to ask for funding will follow the same procedures, but their Travel Authorizations should be signed by the Department Chair.
6. After the conference, workshop, etc., attendees will report on their experiences to others in the department (or field) at Brandeis. In this report, they will explain how they plan to use what they have learned in their teaching and how they plan to evaluate its results.