Procedures for Faculty Requesting Funding Support

for Speakers, Conferences, Seminars, etc.

1. Faculty member makes a request for funding support in writing to the Department Chair. The written request should state exactly what the funds will be used for, the amount of funds needed, and a justification for the request.
2. If the Department cannot provide the funding support, a written request from the Department Chair to the Dean is made. The written request should state exactly what the funds will be used for, the amount of funds needed, a justification for the request, and the reason why it cannot be supported at the Department level.
3. If the College cannot provide the funding support and the Dean is in support of the request, a written request from the Dean to the Provost will be made.