

Marywood University

Policies and Procedures

Meetings of Learned Societies Attended by Faculty Members

Policy Statement

The University encourages attendance at meetings of learned societies in the belief that members of the faculty and the University both derive benefits from such attendance. The following policies have been adopted with reference to attendance.

Approval of Meetings

In drawing up the annual estimated budget for a department, the head of the department together with the faculty should decide upon the meetings that members should attend during the next fiscal year and estimate the travel expenses involved. If approved by the Chief Academic Officer, the expenses will be submitted as items in the proposed budget to the Financial Affairs Committee of the Board of Trustees.

Disposition of Classes and Other Duties

The academic program is not to suffer because of the absence of the members of the faculty at meetings of learned societies. Before leaving for meetings, members are to arrange with the chairperson of the department for satisfactory substitutes for classes and other duties during absence. Chairs of departments or school directors are to report arrangements to the appropriate academic dean.

Reimbursement for Expenses

All reasonable expenses for attendance at professional meetings will be reimbursed by the Cashier's Office when the proper authorized requisition is presented with the appropriate Travel Expense Report.

Funds for this purpose are necessarily limited; hence, the most economical mode of travel should be used. Hotel accommodations should be adequate, but not luxurious. Costs of alcoholic beverages are not reimbursable. Receipts are required for hotel, air, rail, and bus tickets, restaurant bills, parking tolls, and registration at meetings. Hotel and meal costs are reimbursable for the individual only.

The University's travel policy applies also to travel covered by grants and/or other sponsored programs.

When faculty members use their personal cars, they may be reimbursed for mileage according to the Mileage Reimbursement policy of the University.

Ordinarily, faculty members expend personal funds and are reimbursed upon return. However, when necessary, one may receive an advance toward travel expense. In the latter case, it is absolutely necessary that settlement of the account be made immediately upon return.

Reports on Meetings

On return to the University, a faculty member should submit a brief report on the sessions attended and the highlights of key discussions to faculty members of the department at the next

department meeting. A joint report will suffice when the professional meeting is attended by more than one person. The reports should be reflected in the department minutes.

Memberships

The cost of individual memberships in professional organizations is the responsibility of the individual faculty member.

Related Policies

Academic Workload
Class Meetings
Department Chairpersons
Evaluation of Faculty Members
Faculty Development
Faculty Librarians
Librarianship Responsibility
Mileage Reimbursement
Promotion of Faculty
Teaching Responsibility
Travel and Business Expenses

History – Meetings of Learned Societies Attended by Faculty Member

07/01/89 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/91 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/93 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/95 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/98 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/00 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/02 – Reaffirmed with publication of Faculty Manual 2.9.3
07/01/03 – Reaffirmed with publication of Faculty Handbook 2.9.3
12/16/24 - Non-substantive language changes approved by the President of the University

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POLICIES AND PROCEDURES MANUAL

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