



Southeastern Conference Visiting Faculty Travel Grant Program

The Southeastern Conference (SEC) Visiting Faculty Travel Grant Program is intended to enhance faculty collaboration that stimulates scholarly initiatives between SEC universities. It gives faculty from one SEC university the opportunity to travel to another SEC campus to exchange ideas, develop grant proposals, and conduct research. The program may not be used in conjunction with outside employment, and universities are not permitted to carry over unused grant funding. (***Any unused funds must be returned to the SEC office at the end of the university's fiscal year.***) Each university is responsible for developing its own application and selection process to identify visiting faculty. General program procedures are as follows:

- A faculty member may visit any Southeastern Conference institution (see below for a current list of SEC member universities), and consideration must be given to how many other visiting SEC faculty will be on a particular campus that year and/or in the same timeframe.
- A maximum of four (4) travel grants will be available to each Southeastern Conference university for visiting faculty to use during an appropriate period, such as a sabbatical leave, the summer or a designated university break.
- A faculty member's home institution will distribute each \$2,500 travel grant for transportation, room, board, etc., the funds for which will come from the Southeastern Conference. (Checks will be written to the university and should include all four grant recipients whenever possible.)
- Faculty members will be responsible for arranging coverage of their duties at their home institutions during their absence.
- A faculty member will contact a host unit (e.g., department, research center, school etc.) that he or she wishes to visit to determine that unit's receptivity and availability.
- The host unit will formally invite the faculty member by sending a letter of invitation, which should be copied to the Southeastern Conference office (see below for contact information on the SEC representative to receive this correspondence).
- The host unit should announce the faculty member is visiting and the activities in which he or she will engage.
- The visiting faculty member may consult with faculty and/or students, offer lectures or symposia, or engage in whatever activities are agreeable to the visitor and host unit.
- After the visit, the faculty member will submit a brief report to the Provost's office of his or her home institution describing outcomes of the visit.

If a university wishes to host a faculty member, the following basic guidelines will apply:

- The host unit (e.g., department, research center, school, etc.) should issue a letter of invitation to the visiting faculty member specifying the dates and any particular expectations of the faculty member. Examples of visiting faculty activities include presenting a recital, delivering a series of lectures, meeting with graduate students, etc. A copy of the invitation letter should be sent to the SEC office (see below for contact information on the SEC representative to receive this correspondence).

- Once a host unit has accepted a visiting faculty member, another faculty member should be designated as a personal host for him or her. In consultation with the host unit and university, the personal host is responsible for advising the visiting faculty member concerning temporary housing and for making arrangements concerning office space, telephones, computers, parking and any specialized research facilities.

The following information must be provided to the Southeastern Conference by the home institution:

- A list of visiting faculty members participating in the program. This list must be received BEFORE travel grants will be awarded, and it should include:
 - Name and Title(s)
 - Discipline
 - Home Institution and Host Unit
 - Visit Dates and Anticipated Activities
- Visiting faculty member's contact information (i.e., office address, email address and phone number)
- Visiting faculty member's biography (no more than 250 words)
- Visiting faculty member's professional head shot (color, 600 dpi resolution and jpeg format)

Southeastern Conference Member Universities

University of Alabama – Tuscaloosa, Alabama

University of Arkansas – Fayetteville, Arkansas

Auburn University – Auburn, Alabama

University of Florida – Gainesville, Florida

University of Georgia – Athens, Georgia

University of Kentucky – Lexington, Kentucky

Louisiana State University – Baton Rouge, Louisiana

University of Mississippi (Ole Miss) – Oxford, Mississippi

Mississippi State University – Starkville, Mississippi

University of Missouri – Columbia, Missouri

University of South Carolina – Columbia, South Carolina

University of Tennessee – Knoxville, Tennessee

Texas A&M University – College Station, Texas

Vanderbilt University – Nashville, Tennessee

Southeastern Conference Representative

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About SECU

The SEC Visiting Faculty Travel Grant is one program included in the SECU academic initiative. SECU is the main way the Southeastern Conference sponsors, supports and promotes collaborative higher education programs and activities involving administrators, faculty and students at its fourteen member universities. The goals of the SECU initiative include highlighting the endeavors and achievements of SEC faculty and universities; advancing the merit and reputation of SEC universities outside of the traditional SEC region; identifying and preparing future leaders for high-level service in academia; increasing the amount and type of education abroad opportunities available to SEC students; and providing opportunities for collaboration among SEC university personnel.