**Moyes College of Education**

**Endowment Policy and Procedures**

The Moyes College of Education Endowment monies will be administered through the appropriate department chair, the Academic Support and Technology Endowment Committee (ASTEC) and the College Leadership Council (LC). Following department chair approval LC will review and approve all travel funding requests while non-travel requests will be reviewed by the department chair and then ASTEC before going to LC for final approval.

Committee Membership:

* LC is composed of the College Dean and the Department chairs.
* ASTEC is composed of two members from each department as voting members, and the college technology specialist as a non-voting technical advisor. Members will serve a three year term. The chair will be selected from the committee members at the beginning of each year for a one year term. Members are not eligible to be chair until their second year.

**Leadership Council Endowment Travel Requests Process and Guidelines:**

* Travel requests must be approved by the department chair prior to submission to LC.
* Faculty travel requests will be reviewed monthly, with applications due the week before LC meeting. Late applications will be held over for the following month’s meeting.
* LC may set or revise approval deadlines and timeline.
* Student travel requests will be reviewed in September and January meetings.
* Any travel money not used during the course of an academic year will be carried over to the following year.

**Endowment Travel Request Policy**

Faculty Travel

* Faculty travel limit $3000 (soft) per academic year
* No adjunct travel will be funded with endowment funds.
* Preference will be given to faculty who are presenting, receiving an award, hold a related professional association leadership position, traveling for research, and have evidence of application for other funding.
* Applications should have some level of department and/or university monetary support.
* If a faculty member makes more than one endowment travel request per academic year the request(s) will be considered on a funds available basis.
* Endowment travel monies will be issued in a 70/30 split for Faculty/Student requests.
* Faculty must submit individual travel requires – no group applications accepted.

Student Travel

* Student travel limit $1000 per student (one time) with no differentiation between undergrad and grad students.
* Students must be presenting, receiving an award, or in professional student association leadership position aligned with conference in order for support to be considered.
* Student travel applications must have evidence of additional sources of funding in order to be considered.
* College program graduates may apply for support for travel to be completed within six months after graduation, with the same restrictions as current students. The travel request must be tied to degree work in their college program.
* Student group applications are accepted. Please list student names when possible.

**Academic Support and Technology Endowment Committee (ASTEC) Requests, Process, and Guidelines**

Committee meets three times per year to review applications as group – start of fall, start of spring, end spring. The year’s budget will be divided equally between the three award times, with any leftover being rolled over to the next award time.

* A rubric will be used for evaluating all proposal submissions based upon
	+ Value to faculty, Value to program, professional development, innovation, promotion/tenure support, sustainability
* It is recommended that applicants ask their department committee representative to review their proposal prior to submission to the committee chair. This will provide assistance to applicants in writing their proposals as well as help to familiarize department representatives with the proposals being put forth.
* A signed hard copy and an electronic copy application is due to committee chair at least two weeks before meeting. Late applications will be held until the next review cycle. Early submission is strongly encouraged to allow time for clarification of any questions and changes prior to committee meeting.
* The committee chair will review each proposal and determine if it is appropriate for committee and if further information is needed prior to meeting.
* The committee chair will send all applications to committee members at least one week days prior to the meeting. Members should be familiar with the proposals submitted by members of their departments in order to facilitate the discussion.

**ASTEC Funding Policy**

* Funding is available for one-time, non-travel support for the following: a) faculty research, b) program, course, curriculum development or renewal, c) technology for teaching, research and innovation.
* No stand-alone student research or support for students to complete master’s thesis will be accepted or funded.
* Any travel tied to faculty/staff research must be submitted to Leadership Council through the travel request process. ASTEC will not consider travel requests of any kind.
* Preference will be given to applications with evidence of additional funding support from department, university, or outside sources.
* Funds for students involved in research are one time only and must have a clear relationship to the research being conducted by faculty. Faculty must be primary researcher on project; student involvement is supportive to faculty inquiry.
* Technology and equipment funded for faculty and student use remains the property of the department/college.
* Applicants receiving funding will be required to submit a project summary to the Dean at the conclusion of the project for use in college annual report and highlights.