TO: Columbia Campus Tenured/Tenure-Track Faculty

FROM: Lacy K. Ford  
Senior Vice Provost

DATE: May 2, 2014

RE: Southeastern Conference Visiting Faculty Travel Grant Program

The Southeastern Conference (SEC) Visiting Faculty Travel Grant Program was approved by the SEC Presidents and Chancellors in June 2012 and has been extended through 2016-17. It gives faculty from one SEC institution the opportunity to travel to another SEC institution to exchange ideas, develop grant proposals, and conduct research.

The Southeastern Conference (SEC) Visiting Faculty Travel Grant Program is intended to enhance faculty collaboration that stimulates scholarly initiatives between SEC universities. The program may not be used in conjunction with outside employment, and universities are not permitted to carry over unused grant funding. Each university is responsible for developing its own application and selection process to identify visiting faculty. General program procedures are as follows:

- The travel grant funds should be used during an appropriate period, such as a sabbatical leave, the summer or a designated university break.
- 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 faculty member’s home institution will distribute the travel grant funds for transportation, room, board, etc.
- 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 to be included in the faculty application packet.

• 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.

• SEC travel grants are intended only for faculty members and may not be used for other individuals working with the faculty member.

• Travel funds may not be used for non-travel related expenses. The program is intended to lessen the financial burden associated with travel, lodging and meals.

• After the visit, the faculty member will submit a brief report to the Provost’s office describing outcomes of the visit.

Eligible applicants include all full-time tenured or tenure-track faculty on the Columbia campus, regardless of rank. Faculty should submit applications individually. Joint or team/group applications are not allowed by the SEC. Travel must occur between October 1, 2014 and June 30, 2015. Reimbursement is based on actual expenditures incurred for faculty applicant only.

Travel funds up to $2,000 may be requested to visit one or more SEC universities. The number of travel grants to be awarded is dependent upon the number of applications.

Eligible faculty members are encouraged to apply for a travel grant by submitting the following:

1. A three-page proposal that includes name and title, discipline, objectives, timeline, and expected interactions with faculty of the institution to be visited.

2. A two-page curriculum vita that includes education, professional experience, evidence of scholarship, other information as appropriate of the applicant.

3. A one-page budget with amounts and description.

4. A short biography (no more than 250 words).

5. A letter of support from the department chair.

6. A copy of the invitation letter from the accepting host unit.

7. A professional head shot (color, 600 dpi resolution and jpeg format)

A complete application packet should be emailed to: provfacd@mailbox.sc.edu with the subject line: SEC Visiting Travel Grant_YOUR NAME no later than September 2, 2014.
The Southeastern Conference Member Universities are listed below:

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