ABSENCES FOR CONFERENCES AND PROFESSIONAL MEETINGS (ACADEMIC AFFAIRS)

A. Purpose

The following policy and procedures are adopted to provide for the uniform treatment of requests by faculty and staff in Academic Affairs to be absent from their assigned duties to attend conferences and professional meetings.

B. General

1. The University of Texas-Pan American may authorize absences for members of the faculty and staff to attend conferences and professional meetings when such attendance will enhance the prestige (and/or development) of the University, contribute to personal professional development and/or lead to the advancement of knowledge within their professional field.

2. Absences from the employee's academic or administrative unit under these conditions is not considered as a leave of absence, but rather a part of the individual's regular activities.

C. Authorization

1. Request for such absences should be initiated at least ten working days in advance of the date of departure. The request shall normally be approved in the following sequence: Department Chair, Dean/Director of the respective college/ division and Provost/Vice President for Academic Affairs.

2. Absences involving travel to foreign countries require prior approval by the President. For purposes of the approval process, travel to any territory of the U.S. is not considered foreign travel.

3. Absences for conferences and professional meetings normally should be scheduled to avoid being absent from the University during critical periods of operation. The registration period at the beginning of a semester and the final examination period at the end of a semester are examples of critical periods of operation.

4. Reimbursement of travel and expenses incurred in attending conferences and professional meetings shall be governed by University policy and procedure providing for approved travel.

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5. Authorization to be absent from assigned duties must be obtained whether or not reimbursement for travel is expected.

6. Absences from assigned duties shall be unauthorized unless granted in accordance with this document or any University policies and procedures providing for leave.

D. <u>Review</u>

This policy shall be reviewed every five years by the Provost/Vice President for Academic Affairs in consultation with the Faculty Senate.