

## LAS Online Incentives Program

Online courses incur a \$100 online course fees. The College of Letter's, Arts and Sciences and the individual department only retain a portion of this fee. These monies are used for online software licenses and technology support, specialized online teaching equipment and materials, to cover the cost of online course development, travel to conferences focusing on online pedagogy, and associated instructional costs of delivery All LAS tenure-track and instructor-track faculty members are eligible for these incentives.

### Travel

Teaching an online course can present unique disciplinary challenges and opportunities. The LAS College will grant stipends for faculty travel to conferences that contain sessions devoted to online pedagogy.

Travel funding shall be limited to airfare, hotel, food, ground transportation to and from the conference venue, and conference registration fees. A maximum of \$1500 per fiscal year (July 1 – June 30) for travel to an academic conference in which the applicant must attend one or more sessions of significant length that specifically address online pedagogy in an extensive way.

Written justification must be included in the request as to how this session(s) would help the applicant improve the quality of an online course(s). Required in the justification is the length of the session, the session description as given in the conference program, and the type of session it will be (panel, lecture, roundtable, etc.).

To be eligible for reimbursement, the dean must approve the travel stipend before the conference. The Faculty member must either currently be teaching an online course or be scheduled to teach an online course in the next calendar year immediately following the conference.

Exceptions to the \$1500 maximum shall be considered on a case-by-case basis in consultation with the department chair and the LAS Online Fee Committee, and require approval by the dean.

Faculty Name: \_\_\_\_\_

Conference: \_\_\_\_\_

Location: \_\_\_\_\_

Date(s) attending: \_\_\_\_\_

Session Information/Type/Length: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List airfare, hotel, food, transportation and fees anticipated with cost breakdown and a rationale:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**This form must be routed through Adobe Sign.**

Faculty Program Planning Specialist Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chair Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LAS Dean Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Once the request has been approved an email will be sent to you. You can work with your department program administrator to purchase flights and reserve your attendance using a purchasing card or be reimbursed. Travel cost such as hotels or ride share could be reimbursed as well after the conference. Please save your receipts and provide them as needed.

To be filled out by the Senior Faculty Program Planning Specialist

Speedtype to be used: \_\_\_\_\_