

CAS Lecturer Travel Grants

(rev. 9.18.19)

The UNM College of Arts and Sciences (CAS) is pleased to announce that, starting in Fall 2019, CAS Lecturer Travel Grants of up to \$2,000 will be made available to Lecturers in the CAS to help offset the expenses associated with travel to professional development events such as conferences, institutes, symposia, and workshops.

The specific amount of a CAS Lecturer Travel Grant will depend on whether the awardee is completing domestic or international travel, and on the number of applications that are approved during each funding cycle.

CAS Lecturer Travel Grants may be used to cover any expense (registration, transportation, lodging, meals/per diem) associated with the awardee's travel, subject to the terms set forth in UNM's [Policy 4030: Travel](#).

Any funds awarded through the CAS Lecturer Travel Grants program will be added to the Instruction and General (I&G) budget of the awardee's home Department/Program, typically within ten (10) business days of the award decision. Reimbursements and purchases associated with the awardee's travel are then to be processed according to the standard practices of the home Department or Program.

Eligibility and Selection Criteria

Lecturers of any continuing faculty rank whose home Department or Program is in the CAS are eligible to apply.

Priority will be given to applicants who have not received a CAS Lecturer Travel Grant during the previous four award cycles, and who propose traveling to professional development events that offer participants clear opportunities to engage in activities that can enhance their teaching practices and their approaches to student learning and curriculum development.

Funding Cycles and Deadlines

CAS Lecturer Travel Grants will be awarded twice per academic year, once each Fall semester and once each Spring semester.

For the Fall Funding Cycle, the CAS will consider applications for travel that will be completed by the end of the following June. For the Spring Funding Cycle, the CAS will consider applications for travel that will be completed by the end of the following December.

The deadline for Fall Funding Cycle (in 2020 and beyond) applications is 1 September, and Fall award decisions will be announced no later than 21 September. The deadline for Spring Funding Cycle applications is 1 February, and Spring award decisions will be announced no later than 21 February.

Required Application Materials

[1] A copy of the Applicant's most current [CAS "Standard Form" Curriculum Vitae](#).

Please note: In the Classroom Teaching section (under Teaching Achievements), Applicants should provide the requested information (*Year; Semester; Name of course; Course number; Number of students*) for **all classes taught during at least the previous five years**.

[2] A signed and fully completed CAS Lecturer Travel Grant Application Form.

The form must be signed by both the Applicant and the Chair/Director of the Applicant's home Department/Program.

Submission Instructions

All required application materials should be emailed by the Applicant to Karen Gardner (krgard11@unm.edu). Application materials must be received by 15 October to be considered for the Fall Funding Cycle and by 15 March to be considered for the Spring Funding Cycle.