

KEAN UNIVERSITY
FACULTY TRAVEL CRITERIA FORM

All program administrators and faculty must complete and include the following form when submitting requests for travel.

The following shall be the general criteria reviewed for faculty request for travel:

Travel Criteria (from VPAA 9/2017)

Attendance at Kean’s bi-annual “Professional Development” days	<input type="checkbox"/> YES <input type="checkbox"/> NO
Participation in assessment	<input type="checkbox"/> YES <input type="checkbox"/> NO
Service to Kean and professional field;	<input type="checkbox"/> YES <input type="checkbox"/> NO
SIR II scores in the discipline as compared to the national average	<input type="checkbox"/> YES <input type="checkbox"/> NO
Annual submission of Faculty Activity Report by June 30	<input type="checkbox"/> YES <input type="checkbox"/> NO
Full compliance with Office Hours and Posting requirements	<input type="checkbox"/> YES <input type="checkbox"/> NO
Same day notification to Dean/Executive Director of cancellation of classes	<input type="checkbox"/> YES <input type="checkbox"/> NO
Timely submission of grades, “Never Attended” student reports, textbook orders and course syllabi	<input type="checkbox"/> YES <input type="checkbox"/> NO
Submission of Service and Accountability Records	<input type="checkbox"/> YES <input type="checkbox"/> NO
Disciplinary history	<input type="checkbox"/> YES <input type="checkbox"/> NO
Attendance at commencement	<input type="checkbox"/> YES <input type="checkbox"/> NO

ATTACH CURRENT SEMESTER TEACHING SCHEDULE (from KeanWISE). IF THE DATES OF TRAVEL CONFLICT WITH SCHEDULED CLASS TIME, PLEASE INDICATE THE PLAN FOR YOUR SCHEDULED CLASSES WHILE AWAY FOR TRAVEL.

Admin/Faculty Signature: _____ Date: _____