

Guidelines for Support for Promoting SICE PhD Programs During Faculty Travel

June 4, 2018

These guidelines were created to help support faculty on trips which in part promote the school and recruit PhD students.

All faculty are encouraged to include slides promoting SICE in conference talks, colloquia, etc. Sample slides are available as a starting point for customization:

<https://iu.box.com/s/y48q2592pc1k4u73lvx72yhpss1v03fx>

Faculty are encouraged to notify their chairs when they promote SICE in talks, to help chairs on planning promotional strategies and to enable department and school recognition of those who publicize the school.

Faculty interested in more extensive activities should discuss plans with their chairs in advance, to ensure that their plans fit department/school strategies. For faculty travel with a substantial component involving promoting the school, and for other recruiting activities, the school will provide funding commensurate with the activity, provided that the activity has been pre-approved by the faculty member's chair.

Substantial effort by a faculty member to promote the schools, either during travel or in Bloomington (e.g., hosting groups of visiting prospective PhD students) will be recognized by the school and treated as service activity to be credited in merit reviews.

Examples of substantial activities include:

1. Devoting a substantial part of a visit day at another school to recruiting/publicity for SICE. This would normally include the combination at least (in addition to presenting slides about SICE at a talk):
 - Arranging special meeting(s) and/or a meal to meet with groups of prospective PhD students to promote SICE PhD programs (the school would defray the cost of the meal, which must be reasonable), and
 - Arranging a special meeting with the department chair and spending time promoting SICE, to assist with reputational rankings.

For such a contribution, the school would typically defray 1/3 of the trip cost, up to a limit of \$450.

2. Staying an extra day to meet with prospective PhD students and faculty to promote SICE.

For such a contribution, the SICE would cover the cost of staying the additional day.

3. Going on a domestic trip to a SICE-targeted school where the primary purpose is promoting SICE/recruiting PhD students (normally such trips would be to undergraduate institutions with which SICE seeks to build/maintain a recruiting relationship).

For such visits, SICE would cover up to the full cost of the entire trip, depending on what else was done secondarily on the trip.

4. Adding local travel to an international trip, to visit a SICE targeted school where the primary purpose is promoting SICE/recruiting PhD students.

For such visits, SICE would cover up to the full cost of the local travel, depending on what else was done secondarily on the trip.

Support for Prospective Phd Student Visits to SICE

With chair pre-approval, funds will also be provided for the cost of lunches with groups of prospective PhD students visiting SICE.

Procedures

All funding must be pre-approved by the faculty member's chair. Faculty should use the following pre-approval form to submit their requests.

For travel costs to be defrayed by SICE, after the travel a written report of activities conducted should be submitted to the chair. For meals with prospective students, either away or in Bloomington, faculty should submit a receipt and a list of attendees, their contact information, and their institutions (to facilitate future recruiting contact). All documentation must be submitted within 30 days of the return from the trip or the local meal.

The report will be reviewed and approved by the chair, who will forward the contact information to appropriate staff and authorize the business office to process the support.

Travel funds can be used to defray the cost of the trip, or can be placed in the faculty person's research account for alternate uses.

Request for Travel Support to Promote the SICE on Trips

Name:

Location of activity:

Travel dates (if applicable):

Expected recruiting activity and dates of activity:

Estimated trip cost (can be omitted if only requesting support for a meal with students):

Amount of support requested and rationale (e.g., 1/3 of trip cost up to limit, extra day, total trip cost).
If the only request is support for a student meal, estimated number of students.

For chair use: Comments and approved amount