Travel Funding Policy for ASLE Officers

Each year, the ASLE leadership meets to discuss ASLE business in person. The leadership consists of the Executive Council (President, Vice President, Immediate Past President, Diversity Officer, and the six at-large Executive Council members), appointed officers (Executive Secretary, Editor of ASLE News, Editor of ISLE, and Graduate Student Liaisons), and those in appointed, non-officer leadership roles, such as professional liaison coordinator, mentoring coordinator, biennial conference host, and awards coordinator. (For simplicity’s sake, all those invited to the meeting will be referred to as “officers” throughout the rest of this policy.) During conference years, the meeting occurs directly before the conference. In non-conference years, the meeting takes the form of a retreat, usually in the home location of that year’s vice president.

Funding is guaranteed for at least one contingent faculty member or independent scholar to travel to the yearly meeting as needed. If more than one contingent faculty member or independent scholar is elected to the EC, priority goes to the Contingent/Independent Advocacy Officer. Funding is guaranteed for at least one graduate student to travel to the yearly meeting as needed. If more than one graduate student is elected to the EC, priority goes to the Graduate Student Liaison in their second year.

It is expected that all other officers attending these meetings will cover their own travel costs, ideally by applying for travel funding through their institutions. To help with obtaining institutional funding, the ASLE president can (upon request) extend a formal, written invitation to the meeting, emphasizing its importance to the work of the organization and thus the professional service rendered by the ASLE officers attending the meeting. (When recruiting ASLE members to run for officer positions, the ASLE president should make this expectation clear.)

However, some limited funding is available to assist ASLE officers in attending the yearly meeting. Please keep in mind that ASLE can provide only partial travel funding for any individual officer.

To apply for funding assistance, officers should contact the ASLE president within one month after the meeting is announced.

In deciding the allocation of funding, the president will take the following into consideration:

- Members of the Executive Council and the Executive Secretary will take priority over other members.
- Officers without access to institutional funding will take priority over those with access to such funding.
- Officers whose trips are particularly expensive (e.g., those traveling from overseas) will take priority (when their expenses are not covered by their home institutions).