UNIVERSITY OF
South Carolina

MEMORANDUM

TO: USC Columbia Faculty

FROM: Mary Anne Fitzpatrick
              Vice Provost for Faculty Affairs and Dean of Faculty

DATE: February 20, 2025

SUBJECT: 2025-2026 Southeastern Conference Visiting Faculty Travel Grant Program

The Southeastern Conference (SEC) Visiting Faculty Travel Grant Program, approved by the SEC Presidents and Chancellors, has been extended through the 2025-2026 academic year. This program fosters collaborative scholarly initiatives by providing funding for faculty at SEC institutions to visit other SEC member universities. The program facilitates the exchange of ideas, development of grant proposals, and the conduct of research.

Applications packets must be submitted no later than **Tuesday, April 15, 2025.**

The SEC Visiting Faculty Travel Grant Program supports faculty collaboration and is not intended for outside employment. Unused grant funding cannot be carried over. Key program procedures are outlined below:

- **Eligible Institutions:** Faculty may visit any SEC member university.

  - The Southeastern Conference Member Universities include:

    - University of Alabama – Tuscaloosa, Alabama
    - University of Arkansas – Fayetteville, Arkansas
    - Auburn University – Auburn, Alabama
    - University of Florida – Gainesville, Florida
    - University of Georgia – Athens, Georgia
    - University of Kentucky – Lexington, Kentucky
    - Louisiana State University – Baton Rouge, Louisiana
    - University of Mississippi (Ole Miss) – Oxford, Mississippi
    - Mississippi State University – Starkville, Mississippi
    - University of Missouri – Columbia, Missouri
    - University of Oklahoma – Norman, Oklahoma
    - University of South Carolina – Columbia, South Carolina

- University of Tennessee – Knoxville, Tennessee
- University of Texas – Austin, Texas
- Texas A&M University – College Station, Texas
- Vanderbilt University – Nashville, Tennessee

- **Faculty Responsibilities:** Faculty members are responsible for arranging coverage of their teaching and other duties at the University of South Carolina during their absence.

- **Host Institution Contact:** Faculty members must contact the desired host unit (department, research center, school, etc.) to determine their receptivity and availability for the visit.

- **Formal Invitation:** The host unit will formally invite the faculty member with a letter of invitation, which must be included in the faculty member's application packet.

- **Host Unit Announcement:** The host unit is expected to announce the faculty member's visit and the planned activities.

- **Visit Activities:** Visiting faculty members may consult with faculty and/or students, present lectures or symposia, or engage in other activities mutually agreed upon with the host unit.

- **Grant Usage:** SEC travel grants are exclusively for faculty members and cannot be used for other individuals. Funds are limited to travel-related expenses, including transportation, lodging, and meals. Non-travel expenses are not eligible for reimbursement.

- **Post-Visit Report:** Following the visit, the faculty member must submit a brief report to the Provost's Office at the University of South Carolina, summarizing the outcomes of the visit.

Eligibility and Application Details:

- **Eligible Applicants:** Full-time faculty at USC Columbia with the title of Assistant Professor, Associate Professor, Professor, or Librarian (regardless of track) are eligible to apply.

- **Individual Applications:** Faculty must submit applications individually. Joint or team/group applications are not permitted by the SEC.

- **Travel Period:** Travel must occur between August 1, 2025, and July 15, 2026.

- **Funding:** Up to $2,000 may be requested to visit one or more SEC universities. Reimbursement is based on actual expenditures incurred by the faculty applicant only. The number of grants awarded will depend on the number of applications received. All travel expenses are subject to state and university policies and procedures.

- **Prioritization:** Faculty who have not received a recent SEC faculty travel award may be given priority.

<u>Application Materials:</u>

Eligible faculty members are encouraged to apply by submitting the following information to Caroline B. Hulett, hulett@mailbox.sc.edu, by **April 15, 2025,** with the subject line (**SEC Visting Travel Grant_YOURNAME):**

1. A three-page proposal (maximum) including name and title, discipline, objectives, timeline, and expected interactions with faculty at the host institution.

2. A two-page curriculum vitae including education, professional experience, evidence of scholarship, and other relevant information.

3. A one-page budget with amounts and descriptions.

4. A short biography (no more than 250 words).

5. A letter of support from the department chair, school director, or dean.

6. A copy of the invitation letter from the accepting host unit.

7. A professional headshot (color, 600 dpi resolution, JPEG format).

Items 1 – 6 should be combined into a single PDF document. The professional headshot (item 7) should be submitted as a separate file. Incomplete submission packets will not be considered.