

<b>The University of North Texas at Dallas Policy Manual</b>	Chapter 5.000 <b>Human Resources</b>
<b>5.017.6 Conferences and Professional Meetings Attendance</b>	

**Policy Statement.** The University of North Texas at Dallas allows faculty and staff to attend conferences, educational programs, and professional meetings when such attendance will enhance the prestige of the University and contribute to the professional development of the individual.

**Application of Policy.** This policy applies to full-time faculty and regular staff members.

**Definitions.**

1. **Full-Time Faculty.** “Full-Time Faculty” means a faculty member appointed to a nine-month contract.
2. **Regular Staff Member.** “Regular Staff Member” means an employee who is employed for at least 20 hours or more each week on a regular basis for a period of at least 4 ½ continuous months or more.

**Procedures and Responsibilities.**

1. **Approval.** Approval of requests to attend conferences and professional meetings for faculty or staff members rests at the dean’s level or with the appropriate supervisor.

Responsible Party: Employee and Appropriate Supervisor

2. **Type of Absence.** If attendance at a conference or professional meeting is approved, it is not considered a leave of absence, as it is part of the individual’s job duties.

Responsible Party: Employee and Human Resources

**References and Cross-references.** None.

Approved: 8/31/2010  
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