

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

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 regular faculty and staff members.

Definitions.

1. **Regular Faculty.** “Regular Faculty” means a faculty member appointed for at least 50 percent time for at least 4 ½ continuous months.
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 department level. Approval of requests for department heads and above shall be forwarded to the appropriate supervisor.

Responsible Party: Employee and Department head

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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Revised: