HR POLICY/ BYLAW: CONFERENCE ATTENDANCE

Policy for Allocating Conference Resources

The purpose of the fund is to facilitate the development of high-quality teaching and scholarship interventions that develop colleagues and enhance the experience of AFG students. Given budget limitations, it is necessary to have some mechanism for managing demand and to prioritise activities that will address AACSB criteria and have a positive impact on our institution

Academics

Funding for Attendance at Conferences/Seminars

Full details of the proposed Conference should be provided which demonstrate alignment with the relevant AACSB requirements/definitions for Scholarly Academic, Practice Academic, Instructional Practitioner or Scholarly Practitioner.

All applications for funding must be made at the earliest opportunity on the form which is provided in the Appendix. As part of this application, colleagues must confirm how the activity will support their AACSB qualification and the location of the potential impact using AACSB criteria.

Learning and Teaching Conferences/Seminars (UK)

Attendance at external Learning and Teaching Conferences will usually only be funded where an abstract or full paper has been accepted for presentation. Colleagues will be expected to disseminate their learning to colleagues upon their return.

Before requesting funding for external seminars on topics such as HEA Fellowship and Assessment and Feedback, colleagues should review the sessions delivered by the CAD service at the University of Aberdeen.

Discipline-specific Conferences/Workshops

There are many externally delivered Conferences/Workshops and prior to requesting funding, colleagues should undertake appropriate due diligence on their suitability for the AFG context. Conferences will usually only be funded where an abstract or full paper has been accepted for presentation.

Additional scholarship activities

Discretion can be applied by the Head of School for high esteem opportunities against AFG strategy and Education narrative e.g. Chair of a stream/part of the organising committee for a top international conference; high reputational enhancement.

Appendix - Application for funding

Name:		
AACSB category:	Scholarly Academic (SA)	☐
	Practice Academic (PA)	☐
	Instructional Practitioner (IP)	☐
	Scholarly Practitioner (SP)	☐
Nature of conference/seminar	Discipline-based	☐
	Pedagogy	☐
	Accreditation	☐
	Funded project	☐
	Other (please specify)	☐

Details of event	
Name of event:	
Organisation offering the event:	
Date of event:	
Your contribution to event e.g. poster or paper accepted?	
Benefits to AFG/ your professional development of attendance at the event	
Location of potential impact arising from attendance at the event	Mission alignment	
	Academic	
	Teaching / Instructional	
	Practice / Community	

Financial support requested	Event fee	
	Travel	
	Accommodation	
	Subsistence	
	Other costs (please specify)	
	TOTAL FUNDING REQUESTED	

AACSB: Examples of Impact

MISSION ALIGNMENT IMPACT

- Alignment of intellectual contribution outcomes with themes or focus areas valued by the business school's mission (e.g., global development, entrepreneurship, innovation)
- Percentage of intellectual contribution outcomes that align with one or more "mission-related" focus areas for research
- Percentage of faculty with one or more intellectual contribution outcomes that align with one or more mission-related focus areas
- Research awards and recognition that document alignment with one or more "mission-related" focus areas for research
- Substantive impact and carry-forward of mission as stated in Standard 1 and as referenced throughout the remaining accreditation standards
- Linkage between mission as stated in Standard 1 and financial history and strategies as stated in Standard 3

ACADEMIC IMPACT

- Publications in highly recognized, leading peer-review journals (journals in a designated journal list, Top 3, Top 10, etc.)
- Citation counts
- Evidence of impact on stakeholders and society such as changes in business practices, professional standards, or public policy
- Case studies that document the impact of intellectual contributions on stakeholders and society
- Download counts for electronic journals
- Editorships, associate editorships, editorial board memberships, and/or invitations to act as journal reviewers for recognized, leading peer-review journals
- Elections or appointments to leadership positions in academic and/or professional associations, standards setting bodies and professional societies
- Recognitions for research (e.g., Best Paper Award), Fellow Status in an academic society, and other recognition by professional and/or academic societies for intellectual contribution outcomes
- Invitations to participate in research conferences, scholarly programs, and/or international, national, or regional research forums
- Inclusion of academic work in the syllabi of other professors' courses
- Use of academic work in doctoral seminars
- Competitive grants awarded by major national and international agencies (e.g., NSF and NIH) or third-party funding for research projects
- Patents awarded
- Appointments as visiting professors or scholars in other schools or a set of schools

TEACHING/INSTRUCTIONAL IMPACT

- Grants for research that influence teaching/pedagogical practices, materials, etc.
- Case studies of research leading to the adoption of new teaching/learning practices
- Textbooks, teaching manuals, etc., that are widely adopted (by number of editions, number of downloads, number of views, use in teaching, sales volume, etc.)
- Publications that focus on research methods and teaching
- Research-based learning projects with companies, institutions, and/or non-profit organizations Instructional software (by number of programs developed, number of users, etc.)

- Case study development (by number of studies developed, number of users, etc.)

BACHELOR'S/MASTER'S LEVEL EDUCATION IMPACT

- Mentorship of student research reflected in the number of student papers produced under faculty supervision that lead to publications or formal presentations at academic or professional conferences
- Documented improvements in learning outcomes that result from teaching innovations that incorporate research methods from learning/pedagogical research projects
- Results from engagement of students in consulting or business-based projects
- Increased recruitment, retention, graduation, placement of under-represented student populations
- New venture formation
- Hiring/placement of students
- Career success of graduates beyond initial placement
- Placement of students in research-based graduate programs
- Direct input from organizations that hire graduates regarding graduates' preparedness for jobs and the roles they play in advancing the organization
- Movement of graduates into positions of leadership in for-profit, non-profit, and professional and service organizations

PRACTICE /COMMUNITY IMPACT

- Media citations (e.g., number, distribution, and effect)
- Requests from the practice community to utilize faculty expertise for consulting projects, broadcast forums, professional development activities, researcher-practitioner meetings, faculty/student consulting projects, etc.
- Publications in practitioner journals or other venues aimed directly at improving management expertise and practice
- Consulting reports resulting from the engagement of faculty and students
- Research income from various external sources, such as industry and community/governmental agencies to support individual and collaborative research activities
- Community enhancement outcomes resulting from the engagement of faculty and students in community issues
- Case studies based on research that has led to solutions to business problems
- Adoption of new practices or operational approaches as a result of faculty scholarship
- Presentations and workshops for business professionals
- Invitations for faculty to serve as experts on policy formulation, witnesses at legislative hearings, members of special interest groups/roundtables, etc.
- Tools/methods developed for companies
- Memberships on boards of directors of corporate and non-profit organizations
- Memberships on professional standards setting bodies or policy-making bodies