

NEW FACULTY START-UP FUNDS POLICY

Updated: Spring 2019

College of Arts & Sciences

Policy: The College and university will make every effort to provide new faculty with the necessary facilities and funding to establish a viable program of research or research agenda. In some cases, the level of necessary supplemental funding is nominal, in others significant. Therefore, it is essential that the identification and commitment of funding levels occur within the context of each individual's needs and currently available resources. The level of funding will be contingent upon receipt of a formal request/proposal from the candidate and/or department chair that provides in general terms the nature of expenses/costs and the estimated level of funding required (Please see proposal template – optional). Further, funding commitments will be time limited, typically 3 years after hire date; an extension may be granted based on merit of request and the request should be made to Kenneth Voss, the Sr. Associate Dean for Research and Graduate Education, and Maria Galli Stampino, Sr. Associate Dean for Faculty Affairs and College Diversity. The maximum extension for a junior faculty can be up to the end of the pre-tenure probationary period but each request must be made for one year and needs to be justified for that year. The maximum extension for a non-junior faculty will have to be negotiated with the Sr. Associate Deans and cannot exceed five years from the hire date.

Procedures:

- (1) Chairpersons should request start-up proposals from the recommended candidate (or perhaps top candidates). See attached template that may be used to develop such a proposal. This proposal will provide further insight into the candidate's understanding of the activities and resources required to develop a successful research program. The chairperson is expected to review the proposal in light of existing departmental or university resources and with respect to normal resources required for an individual in the relevant field.
- (2) The chairperson and dean will discuss the proposal and determine the appropriate funding level, any restrictions, and the appropriate timeframe.
- (3) As part of the mentoring process, the chairperson is expected to monitor expenditures in individual start-up accounts to insure that funds are being spent in a timely manner and in accordance with the initial proposal. The chairperson has the authority to approve reasonable reallocation of funding to the extent that such funding is related to the individual's research program.
- (4) If the candidate accepts, funds will be set aside centrally and transferred annually based on actual expenditures. To facilitate budget planning, department chairs will be expected to provide to the dean's office a projection of anticipated total annual expenditures by candidate at the beginning of each fiscal year.
- (5) At the end of the time period specified in the offer letter, unspent funds will revert to the central pool unless an extension has been granted.