

College of Arts & Sciences New Faculty Startup Funds Policy and Guidelines

Overview

As part of its commitment to support faculty in their discovery, synthesis, interpretation, and dissemination of new knowledge through significant research and publication, the College of Arts & Sciences provides startup funds to new faculty to help them in establishing their respective programs of research and creative enterprise. Startup funds are negotiated as part of the faculty recruitment process, and may include cost sharing between the College, the Vice President-Frost Campus, and the hiring department.

Startup Categories

There are three categories of startup packages:

1. **Basic office setup**

All new tenure track and *permanent* non tenure track faculty hires in Arts & Sciences are eligible for a basic startup package. This package includes the provision of a desktop or laptop computer system (PC or Mac platform, consistent with current University standard configurations), plus office furniture if needed (determined on a case by case basis). All offices will be equipped with standard phone and network connections. *Printers and scanners are not part of this package as all departments are provided with networked printers/copiers.*

2. **Regular faculty startup:** Basic office setup, plus additional travel, research, and/or specialized research equipment funds.

All new tenure track regular 9-month faculty hires are eligible to receive funds for research activities and research-related travel. While the specific amounts here will vary, these funds do not require cost sharing plans, and are less than the maximum annual expense in each of the categories of allowable expenses listed below:

- **Scientific Equipment:** \$15,000
- **Research-related travel:** \$2000
- **Research-related expenses** (e.g., disposables (chemicals, paints, etc.), research participant payment, publication fees, research-related specialized software): \$7500
- **Books, journal subscriptions, professional society memberships:** \$1000

All requests for these startup packages must include an itemized list of the items needed, broken down by fiscal year, as part of the request. If the need for the requested item is not apparent, please also provide a brief statement explaining how that item is part of the candidate's overall research/scholarly/creative agenda.

3. **Enhanced faculty startup:** Basic office setup, plus substantial additional travel, research, and/or scientific equipment funds.

These startup packages include requests that exceed the regular faculty startup caps as listed above, and include personnel costs. These packages must include a combination of cost sharing between the College, the Vice President-Frost Campus Office, and the requesting Department. All requests for these startup packages must include an itemized list of the items needed, broken down by fiscal year, as part of the request. If the need for the requested item is not apparent, please also provide a brief statement explaining how that item is part of the candidate's overall research/scholarly/creative agenda.

Term limits

Unless otherwise negotiated at the time of hire, all regular and enhanced startup packages are funded for the first three (3) fiscal years of the new faculty member's appointment. All startup funds must be spent within 36 months from the date of employment. All faculty will be given written reminders 60 days prior to the end of the funding period that their startup fund accounts will be closed. Any funds not spent by the end of the 36 months will return to the College or Vice President's office. Additionally, should a faculty member resign or otherwise leave their position prior to the end of the startup funding period, the startup fund will be closed to further spending.

Negotiating Startup Requests

Potential startup funds are negotiated with faculty candidates through the Department Chair in consultation with the Associate Dean for Planning & Resources (ADPR). Details regarding the specific startup package must be submitted by the Department Chair in writing to the ADPR, and must include an itemized budget if the request is not limited to the basic startup. Please note that there may be several iterations of startup requests until a final agreement is made, so departments need to develop an appropriate recruiting schedule that provides time for these negotiations. This is especially true for enhanced startup packages, which require the development of cost sharing plans.

Allowable Costs

Startup funds are provided to support new faculty in the establishment of their research and scholarly activities. These funds are not considered personal compensation, and cannot be used to supplement salary, or to cover personal

expenses. Neither can the funds be used to pay for expense items not agreed to in the finalized offer; these funds are provided to pay for specific things. Typical costs charged to startup can include:

- Specialized lab or scientific equipment
- Lab or other computers used for research
- Research assistants (does not include tuition scholarships)
- Post-docs or other personnel costs (e.g., professional indexers)
- Lab or art supplies
- Faculty professional travel
- Lab remodeling
- Professional books or journal subscriptions

This is not an exhaustive list, so the chair should discuss things not on this list with the ADPR.

Unallowable startup costs include:

- Summer faculty salary
- Costs associated with telecommunication (e.g., home internet access, cell phone or similar data plans)
- Any cost unrelated to faculty research or scholarly activity

Faculty Responsibilities

The faculty member receiving a startup package is responsible for managing their startup account, in consultation with their department administrative staff. Towards the end of each fiscal year, the faculty member should provide an itemized accounting of funds spent to the College. Funds requested for a fiscal year, but not yet spent, will rollover to the next fiscal year contingent upon Dean's office approval. The Dean's office is responsible for deposit of funds into startup accounts at the beginning of each fiscal year. *There are instances when the funds to pay for an approved startup expense will be paid for directly by the college, and that payment will be credited against the startup commitment without the funds showing up in a startup account. Faculty should keep this in mind when reviewing their annual spending.*