



COLLEGE OF ARTS & SCIENCES – FACULTY PUBLICATION SUPPORT FUND POLICY

UPDATED

Mar. 2024

- The Office of the Dean provides funding to tenured and tenure-track faculty for costs associated with the publication of books and articles. These costs include, but are not limited to, publication subvention, copyright fees, indexing, page charges, and open access charges. In making these limited funds available, we do not want to discourage faculty from seeking funding from other agencies to defray these expenses and recognize that, in some fields, these costs are normally covered by external grants.
- Requests should include an explanation of the funding needs, other funding sources, endorsement from the department chair, and a brief budget. The College expects that, as much as possible, any contributions from the Publication Fund will be matched by the department. Support from the Publication Fund for a particular book project is limited to \$3,000, including any funds awarded to assist with the external review of book proposals or manuscripts. For publication of articles, support from the Publication Fund is limited to \$750 per faculty member in a given fiscal year.
- Requests should be submitted in writing to the Senior Assoc. Dean for Research and Graduate Education. Every request will be answered in writing. If funding is approved, expenses should be charged directly to a departmental account. Please work through your department manager to initiate the appropriate expenditure paperwork (purchase order, check requisition, etc.). The department manager will then request reimbursement from the Dean's Office.
- The Publication Fund does not cover costs associated with the preparation of bibliographies. It will not provide any funding for publication of articles in predatory or low-impact journals. Authors considering publication of articles that will require substantial funding are advised to consult the Senior Assoc. Dean for Research and Graduate Education prior to submission.