Policy: The College and University will make every effort to provide new faculty with the necessary facilities and funding to establish a viable 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. Further, funding commitments will be time limited, typically 2-3 years after hire date; however length of time is negotiable and subject to extension if appropriate.

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. If funds could not be expensed as planned in a timely manner, an extension may be requested.

Existing Start-up Fund Allocations: In March, you will receive a listing of individuals in your department with remaining start-up funds and end dates where applicable. You will be asked to provide an estimated level of total expenditures by individual for the current and next fiscal year. To the extent that a faculty member was not given a time limit for the expenditure of start-up funds in the offer letter, funds will continue to be available until spent, but annual projections of expenditures will be requested.