

Policies and Procedures Manual

Title:	Faculty Startup Policy: Individual Faculty Development Accounts
Policy Administrator:	Director of Academic Budget & Operations
Effective Date:	January 23, 2018
Approved by:	Provost and Dean of the College

Purpose:

To help establish new faculty at Holy Cross

Policy:

The College makes available to new faculty appointed to a tenure-track position an Individual Faculty Development Account. The account is to be used for expenses associated with professional development and other relevant costs of the faculty member holding the account.

Procedures:

1.0 Award Procedures

The Planning and Budget Office establishes Faculty Development accounts for each hiring department and assigns class codes to distinguish individual faculty members. The budget information is provided to the Department Chair and Academic Administrative Assistant for use in reimbursing and incurring approved expenses. The award for the fiscal year is determined annually.

2.0 Availability of Funds

The funds become available July 1 of the first year of the tenure-track appointment and must be spent by June 30 of the following year.

3.0 Purchase Procedures

Faculty members draw on their accounts by arrangement with the Purchasing Department, their Department Chair, or their Academic Administrative Assistant. For those items purchased independently, the faculty member shall request reimbursement by completing and submitting a Direct Payment form with original receipt(s) to Accounts Payable. All expenditures must have approval of the Department Chair.

4.0 Travel Procedures

Faculty members requesting support for travel must complete a Travel Authorization and Request for Travel Advance form and a Faculty Conference Travel Approval form and submit both to the Dean's Office with documentation to substantiate travel. All travel must have approval of the Department Chair.

5.0 Allowable Expenses

Examples of allowable expenses are:

- Books and subscriptions
- Software necessary for research
- Research supplies
- Membership fees in professional societies
- Supplementary travel expenses to attend conferences and workshops

6.0 Prohibited Expenses

These funds may not be used for capital equipment and should not be used when support is available from other sources. Examples of prohibited expenses are:

- Personal compensation
- Faculty, staff, and student salary support
- Housing and personal living expenses
- Regalia
- Dissertation expenses
- Personal items such as furniture or equipment for home office
- Office furniture
- Primary office computer
- Cash donations and gifts

7.0 Accounting for the Award

At the end of the fiscal year, the Department Chair shall provide a detailed summary of award usage to the Vice President for Academic Affairs and Dean of the College. The summary shall include payee, description of the service or item, and the amount.

In the event that expenditures exceed the amount of the award, the faculty member shall be responsible for reimbursing the College.

Forms:

Title: <u>Faculty Conference Travel Approval Form</u>
Title: <u>Travel Authorization and Request for Travel Advance form</u>

Related Information:

Title
Title

Policy # 220017-001
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