

# Guidelines for Faculty Start-Up Funds

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The College of Arts and Sciences provides start-up funds to allow new tenure-track faculty members to establish their research programs. The purpose of this document is to outline the process by which these funds will be dispersed and to identify issues that have arisen in the past regarding start-up funds.

## Availability of Funds

It is our goal to handle start-up funding in as efficient a manner as possible. For faculty who have relatively small start-up commitments (less than \$30,000), we request the departments make purchases on departmental accounts, inform us of the purchase, and we will change the account number on the purchase to transfer the charge to the College.

For faculty with larger start-up commitments (greater than \$30,000) we will establish a start-up account to which expenditures can be charged. We will monitor the balance in these accounts and transfer funds on an as-needed basis to insure funds are available to meet the commitment.

## Use of Funds

In most cases start-up funds are provided to meet needs that have been identified by the faculty member during the hiring process. It is our expectation that the funds will be used to meet these identified needs. We do not, however, wish to limit a faculty member's ability to use the funds in the most efficient way. Minor deviations from the original list require no approval and any funds saved are available to the faculty member. Purchases that represent significant deviations from the negotiated list of needs require approval from the Dean.

While it is our objective to provide faculty with funding to best meet their needs, there are certain items for which start-up funds cannot be used unless specifically approved by the Dean.

These include:

- Office furniture
- Membership fee/Professional dues
- Page charge
- Service fee, e.g., cell phone or internet service contract
- Office supplies, i.e., toner cartridges, paper, ink
- Personnel (Technicians, Post-Docs, GRAs, etc)

## Purchase of Computers

The College will provide new faculty a standard desktop or laptop computer, e.g., PC or iMac for office use and office printer. Any computing requests beyond the standard offered to the new faculty will have to be purchased through start-up or by the home department. A three-year warranty must be

purchased for any university computers. This determination will be made at the time of hiring negotiating.

## **Duration of Funding**

Start-up funds are provided for a specific period of time. This period is typically two years and is generally identified in the letter of offer. It is our expectation that the funds will be expended within this period. In exceptional cases and with approval of the Dean, start-up funds may be carried forward for a period of up to six months. At the end of this time, unspent funds will revert to the College.

Start-up funds are available to faculty members at the time of their start-date as a University of Alabama employee. Items may be purchased prior to that date with approval of the Dean. The College cannot, however, reimburse faculty members for items purchased with personal funds prior to their initial start date.

## **Ownership of Items Purchased**

Items purchased using University of Alabama funds including start-up funds are the property of the University. Should a faculty member leave the University, items purchased with start-up funding will remain at the institution.