



University of Central Florida Office of Budget, Planning and Administration

Guidelines for the Administration and Tracking of Faculty Start-Up Funding

Statement of Purpose

The recruitment and hiring of faculty into the University is an investment in our core mission to provide a high-quality education while promoting partnership, innovation, inclusiveness, and excellence throughout the organization and the Central Florida area. A key component of this effort to recruit highly qualified individuals is the faculty start-up funding package, which is used to pay expenses incurred in the support of the new faculty member's transition to the University and the transfer of research and scholarly activities from his or her previous institution. The following guidelines set forth a process for the administration of faculty start-up packages across the division of Academic Affairs. Principles for development included aspirations for equity, flexibility, transparency, and the prudent stewardship of limited operating funds.

Source of Funding

Colleges/ units are expected to use their own resources to support the start-up costs of their new faculty. Academic Affairs may provide full or partial funding of faculty start-up packages for targeted initiatives. The decision framework for the allocation of funds will be established and implemented on a per-initiative basis at the discretion of the Provost or his/her designee(s). Other requests for funding support outside of these targeted initiatives will be subject to the established funding request process.

Management of Funds

The purpose of faculty start-up funds is to assist new faculty members to develop a strong capacity for research and scholarship. Start-up funding will be distributed in accordance with the written agreements between the college/ unit and faculty member. It is expected that all funds will be spent (or encumbered) within the first 36 months of appointment and that the college budget office will periodically review the nature and timing of expenditures for appropriateness.

After 36 months, unexpended balances should be returned to the respective area, based on original funding source, for reallocation. Any unexpended balances that were fully or partially funded by Academic Affairs will be returned to the central reserve for reallocation. The amount returned will be based on the relative initial contribution toward the start-up package.

Dean/ VP approval of spending deferrals is required. If a faculty member wishes to request a spending deferral, they should contact the college/ unit budget office with a justification, updated spending plan, and their chair/ VP's approval. Requests to defer spending of faculty start-up funds should be routed with the dean/ VP's approval to the Office of Budget, Planning, and Administration for review on or before the end the third anniversary. Multi-year deferrals should be strongly evaluated for redistribution. Decisions at all levels of the institution will be guided by the prudent stewardship of limited operating funds.

Reporting of Expenditures and Unexpended Balances

Specifically designated start-up departments will be used within the general ledger to facilitate transparency and the tracking of both the funding and expenditures for each individual start-up package. A template will be provided by the Office of Budget, Planning, and Administration to each college/ unit prior to the beginning of each fall semester for the purpose of documenting all new start-up commitments

by faculty member, department, and source(s) of funding. Unexpended balances from start-up allocations to faculty who terminate during the reporting period should be included and shown separately on the next annual report that follows termination.

Start-up commitments and existing balances in effect prior to July 1, 2015 will be subject to the three year review, and should be fully expended by June 30, 2018.

Use of Funding

Start-up funding may be used at the discretion of the deans/ VPs to support the success of new faculty and the university's core mission of instruction, research, and public service. Faculty start-up funding may be used for, but is not limited to, the following:

- Professional development
- Undergraduate research experience/graduate research/ teaching assistants/post-doctoral assistants
- Lab space – rent, renovations, and build-out Requests for space should be vetted and signed-off by the Office of Space Planning Analysis and Administration
- Lab furniture, equipment, computing equipment/ software, research supplies, data sets, etc.
- Summer salary support
- Travel for principal investigator and/or students
- Professional memberships/ journal subscriptions/ submission and publication fees
- Other electronic resources, electronic books, databases, etc.
- Visa fees
- Allowable faculty relocation costs