



Policy on Use of Faculty Start-Up Funds

Policy Number	ACA-034
Effective Date	9-1-2018
Responsible Office/Person	Office of the Provost
Related Policies	ACA-026: Distribution of Research Support Funds
Additional History	This Policy was previously a Guideline

I. POLICY STATEMENT:

The recruitment and hiring of faculty into the University is a scholarly investment in our core mission to provide a high-quality education while promoting impactful research and creative activity. A key part 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 to help them build a successful, sustainable research program.

II. PURPOSE:

The policy described herein sets 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.

III. PROCEDURES:

The start-up package negotiations occur prior to making the offer to the candidate and involve two or more of the following funding sources: Dean, Provost, and/or Associate Provost for Graduate Studies. The Provost provides research equipment funding; the Associate Provost for Graduate Studies provides tuition waivers; the College provides course releases, research supplies, stipend for research assistants, faculty summer salary and travel for professional development. The Department may contribute to the College per negotiation with the dean.

The details of the start-up package are included in the offer letter so that the faculty member is fully aware of the purpose and the timeframe of availability of the funds. Usually, funds are available for 24 months with the possibility of a one-time, 12-month deferment. Accounts will be closed after two years if an extension is not approved or if there is a contract non-renewal. Any unspent funds remaining at that time will be returned to the funding source for reallocation. Start-up funds will also be returned to the originating account if a faculty member leaves UMassD or announces an intention to leave UMassD prior to the start-up end date.

Start-up funds are a class of research support funds and as such their possible uses are listed in and governed by policy ACA-027. The specific uses of funds as identified in the offer letter are not interchangeable. Any deviations in use from those detailed in the offer letter must be approved in advance by the Provost and relevant Dean.

Start-up funds cannot be used for personal expenses including moving expenses or the cost of visas. If moving expenses are part of the hiring negotiation, those expenses are to be charged to a department or college account as appropriate. Start-up funds cannot be used for purchases of office furniture and equipment, memberships to professional societies or publication charges, facility costs such as air conditioners and portable heaters, instructional equipment, or works of art unrelated to one's research. Startup packages should make use of core research equipment/facilities to the extent possible and new faculty will receive a discounted service charge. Computing-intensive hires should make use of the MGHPC or new equipment should contribute to the campus shared computing cluster.

Start-up funds are university funds and all purchases must follow university policy and procedures. Pro-cards may not be issued for use with start-up funds. Reporting of Expenditures and Unexpended Balances Specifically designated start-up accounts 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 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.

IV. RESPONSIBILITY:

The Office of the Provost is responsible for enforcing this policy.

V. ATTACHMENTS:

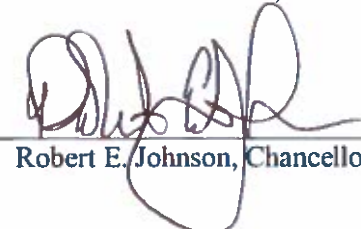
None

VI. APPROVAL and EFFECTIVE DATE:

09-01-2018

Approved: 
Mohammad A. Karim, Provost

Date: 10-22-2018

Approved: 
Robert E. Johnson, Chancellor

Date: 10/22/18