

## **Start-Up Policy**

### **College of Arts and Sciences**

Start-up packages for incoming faculty will be made available on a case-by-case basis. They should be negotiated at the time of hiring and the Dean must approve final dollar amounts. What follows is a list of general guidelines for governing the allocation and expenditures of start-up funds. Exceptions to these guidelines must be approved in advance by the dean, preferably at the time the start-up commitment is requested. Funds provided by a department in excess of the approved start-up package are exempt from these guidelines.

1. Allocations will generally occur as three-way splits between the hiring department, the College, and the Vice President for Research. In special cases, this three-way split may be modified.
2. Depending on circumstances and the availability of funds, allocations from the College and Vice President for Research may be paid from either SRAD or E&G.
3. Start-up funds are to be used within 30 months from the date of employment. Recipients may request an extension of up to six months. Any such request should be made to the Department Chair and must be approved by the Dean.
4. If funds remain after the 30-month (or 36-month) time segment, or if a faculty member leaves the hiring department, the remaining balance shall be returned to contributing units in percentage amounts equal to the original contributions.
5. Start-up funds should **not** be used for faculty summer salary. Departments that wish to offer summer salary support as a supplement may do so. However, departments choosing to do that must fund the supplement from their own SRAD accounts, using funds above and beyond those of the approved start-up package.
6. Requests for start-up packages in excess of \$25,000 in the Sciences and \$3,500 in the Humanities will require an itemized budget as part of the approval process. The categories can be general (examples: OPS, supplies, graduate student stipends, office furniture, renovations, equipment, and post docs).
7. Start-up packages for which the non-departmental contribution exceeds \$500,000 will require a yearly accounting report, itemizing the use of all funds.
8. Authorized start-up packages for a given department may change in size from year to year.

#### Note

When comparing start-up packages among different universities, it is important to keep in mind that intangible amounts are sometimes included. For example, FSU could easily justify adding to the bottom line of every start-up package the cash equivalent of its FYAP award and benefits.