INTRODUCTION

Effective with Faculty members recruited to start in Academic Year 2015-16 and after, this Start-Up Package Policy (The Policy) details what can be offered in a start-up package and the manner in which Strategic Investment Funds will be provided.

The intent of this Policy is to support the Schools and Colleges in the recruitment of exceptional faculty members, and to equip faculty members to succeed in their research and creative work. We acknowledge that the Schools and Colleges are in the best position to evaluate the merits of each start-up package and are ultimately responsible for the success of the recruitments. Consistent with the ongoing devolution of budgetary authority to the deans, we emphasize that any deficits accrued by a School or College in the process of committing startup funds are the responsibility of the School or College.

THE POLICY

ALLOWABLE START-UP PACKAGE CATEGORIES

The components making up start-up packages are restricted to the categories outlined below, and limited to the maximum amounts, where specified, regardless of the available funding or funding sources.

Category A – Computer & Office Set-Up
- Personal Computer
- Office Set-up

Category B – Equipment & Research Support
- Equipment
  For large equipment purchases, please consult with the Vice Chancellor for Research and Economic Development prior to the recruitment package negotiation for potential cooperative funding opportunities.
- Core Facilities
- Supplies
- Travel
- Research Personnel
  Post-Doc Salary & Employee Benefits
  Technical Staff Salary & Employee Benefits
  Graduate Student Researcher (GSR)

Category C – Additional Compensation
- Summer Salary
- Housing Allowance – Approved on an exceptional basis only by the EVC/P and is excluded from any cost-share match.
THE START UP PACKAGE POLICY

Category D – Removal/Relocation

- Campus funding of up to $10,000 will be provided for the removal costs allowable under APM 560. Any amount over this is the responsibility of the School/College/Department. Total funding available includes a projection of $10,000 per new faculty hire as it is unknown what the actual costs will be.

Category E – Renovations

- Any renovations for newly hired faculty under this Policy will come from available start-up funding, unless other arrangements are agreed in advance.

FUNDING FOR START-UP PACKAGES

Start-up funding is distributed based on the three-year average start-up costs per hire and the total number of new hires, not on the actual start-up costs of new hires. The average start-up costs for each School/College are shown in the table below. For hires made under the “cluster” hiring initiative, the Provost will provide 100 percent of funds, up to the average costs in the table. For hires funded from School/College resources, the Provost will provide funding on a cost-share basis according to the percentages in the table.

<table>
<thead>
<tr>
<th>School/College</th>
<th>Provost Share for Non-cluster hires (from SIF)</th>
<th>School/College Share for Non-cluster hires</th>
<th>Average Package Cost per New Faculty Hire</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bourns College of Engineering</td>
<td>60%</td>
<td>40%</td>
<td>$600,000</td>
</tr>
<tr>
<td>College of Humanities, Arts and Social Sciences</td>
<td>70%</td>
<td>30%</td>
<td>Standard- $100,000 Neuroscience- $750,000</td>
</tr>
<tr>
<td>College of Natural &amp; Agricultural Sciences</td>
<td>70%</td>
<td>30%</td>
<td>Physical - $900,000 Life- $750,000 Computational- $185,000</td>
</tr>
<tr>
<td>Graduate School of Education</td>
<td>60%</td>
<td>40%</td>
<td>$125,000</td>
</tr>
<tr>
<td>School of Business Administration</td>
<td>60%</td>
<td>40%</td>
<td>$120,000</td>
</tr>
<tr>
<td>School of Medicine (7-1-15)</td>
<td>-</td>
<td>100%</td>
<td>Clinical- TBD Ladder- $750,000</td>
</tr>
<tr>
<td>School of Medicine (7-1-16 and beyond)</td>
<td>70%</td>
<td>30%</td>
<td>$85,000</td>
</tr>
<tr>
<td>School of Public Policy*</td>
<td>100%</td>
<td>-</td>
<td>$16,500</td>
</tr>
<tr>
<td>LSOEs (7-1-16 and beyond)</td>
<td>100%</td>
<td>-</td>
<td>$16,500</td>
</tr>
</tbody>
</table>

* Funding for SPP start-up packages will come entirely from the Strategic Investment Fund until adequate funding in the School is available.

Deans are free to distribute their total allocation according to their needs. For example, if the Strategic Investment Fund share for a particular School/College is $100,000 per hired faculty and the School/College has 5 new faculty hires for a given year, then $500,000 would be allocated from the Strategic Investment Fund into the start-up pool for the School/College. This $500,000 in the pool may be apportioned among the start-up needs of the 5 new faculty at the discretion of the Dean.
THE START UP PACKAGE POLICY

DURATION OF RECRUITMENT PACKAGES

Campus funding for start-up packages will be available for six years from the date of hire. After the six year period, any unspent funds will be returned to the Strategic Investment Fund.

PROCEDURES FOR START-UP PACKAGES SUPPORT

Once a faculty member’s start-up package (commitment) is negotiated, the Dean’s Office will prepare a Start-Up Package Summary Form (Attachment I) and submit it to Financial Planning and Analysis (FPA). FPA will provide a Start-Up Package Reserve Statement that will display the total funding allocated for each cohort. The Reserve Statement will be provided annually by FPA detailing any withdrawals by the School/College for each cohort. These Reserve Statements will be used by the School/College and FPA to track the balances of available funding throughout the six year window (Attachment II).

Funds will be released at the request of the organization. A summary of actual expenditures will be requested at the end of the six year period.

SEPARATION OF FACULTY

If a faculty member separates prior to six years, the funding pool for the cohort will be reduced by the cost differential of the approved start-up package and actual spend, applying the applicable Provost/School cost share.

Consider the following scenario:

<table>
<thead>
<tr>
<th>Average Package Cost</th>
<th>$100,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Share</td>
<td>50% Provost, 50% School/College</td>
</tr>
<tr>
<td>Start-Up Package for Separated Faculty</td>
<td>$80,000</td>
</tr>
<tr>
<td>Spend of Start-Up Package Prior to Separation</td>
<td>$50,000</td>
</tr>
<tr>
<td>Amount of Start-Up Package Remaining</td>
<td>$30,000</td>
</tr>
</tbody>
</table>

In this case, a School/College has a 50/50 cost share with the Provost and has offered a new faculty member an $80,000 start-up package. The faculty member spends $50,000 of this start-up package before separating after three years. At the time of separation, $30,000 of the start-up package remains. The funding pool for this faculty member’s cohort will be reduced based on the amount of the start-up funding remaining and the appropriate cost share. In this example, the funding pool will be reduced by 50% of the remaining $30,000, or $15,000.

PROCEDURES FOR NON-RESIDENT FACULTY ASSISTANCE

Under the new budget model, effective July 1, 2016, visa processing fees become part of core services and will be managed through the Service Level Agreement.