

## **Start-Up Guidelines**

These guidelines have been developed by Provost Office through the department of Academic Resources to help facilitate flexibility, transparency, and prudent stewardship of limited operating funds. The purpose of faculty start-up funding at the University of North Texas is to assist new faculty members in obtaining the necessary equipment and support to develop a strong capacity for research, scholarship and service while supporting the University in the ability to recruit highly qualified faculty and scholars.

### **Development of Start-up Packages**

**Start-Up Planning:** Consideration of the start-up package begins at the time of requesting a position (please see VPAA-131A form). Exceptional costs can sometimes be anticipated with knowledge of competitive job markets and typical technology needs in the discipline. Deans and the Provost will discuss an expectation of costs that exceed maximum levels established in the Faculty Recruitment and Hiring Expense Reimbursement documentation. The exceptional start-up budgeting process typically occurs during the summer prior to searches commencing, and the VPAA will coordinate funding with the SVP for Finance & Administration and the VP for Research & Innovation.

**Search and Negotiating:** All start-up package requests should be captured in writing on the VPAA-131A request to post position and the VPAA-131B Request for offer. The start-up commitment approved on the VPAA-131A form acknowledges the budget set aside for that position; a start-up package is an individual commitment that must be approved prior to an offer being extended. No start-up commitments may be communicated either orally or in writing prior to written approvals being secured by VPs confirming financial commitments. The written approvals are typically recorded on the VPAA-131B form. The offer letter should include the provision that disbursement of funds may be terminated after an announcement of plans for departure from the University or after inadequate performance. New faculty need to be advised in writing of the time frame in which start-up activities and purchases are to be completed. The final result of the negotiation process should be documented on the VPAA-131B Request for Offer with the information of the package included in the candidates offer letter.

**Funding and Implementation:** Funding for moving/relocation allowances will be funded to the department at the beginning of the fiscal year for all new faculty starting 9/1. Any new faculty hired during the fiscal year will be funded moving/relocation allowances at the time of hire. All additional start-up listed on the VPAA-131B form will be funded to the department in the fiscal year that it is designated. College financial officers will work with the Office of Academic Resources to determine to which chartstring funds should be allocated. The department should track all expenses related to start-up funding as unused start-up will be reclaimed by Academic Resources at the end of each fiscal year. Any extensions requested for start-up expiration must be justified in writing and approved by the Provost.

**Categories of Support:**

1. Recruitment: Academic Resources will reimburse departments for search expenses up to the amount listed on the Faculty Recruitment/Hiring Expenses Reimbursement list. This is for one search per position number. If a search is unsuccessful the college will need to provide recruitment expenses for additional searches.
2. Moving/Relocation Expenses: These should be limited to the amounts listed in the Faculty Recruitment and Hiring Expense Documentation. Requests that exceed these amounts, even when funded directly by the college, must be approved by the Provost in advance and be a part of the approved hiring package on the VPAA-131(B). Please be aware that house hunting trips are considered part of the moving/relocation allowance provided to new faculty and should not be paid for outside the moving/relocation ePAR process.
3. Equipment Start-up: Standard equipment start-up amounts are listed in the Faculty Recruitment and Hiring Expenses Reimbursement list. These maximum amounts often must be divided between start-up allocations and amounts that are intended to be set aside for moving/relocation expenses, unless otherwise noted on the listing as start-up only. If additional start-up funds are required, they must be approved on the VPAA 131 (B) by the Provost prior to an offer being extended. Additional approvals may be required from areas providing the funding.
4. CREATE Program: Upon successful completion of the midterm review new faculty will be eligible to apply for a \$4,000 award that can be used for travel or other related expenses for scholarly or creative activity with a new collaborator at an institution outside of the DFW area. If the host institution is among the top 20 institutions in the faculty member's field, an additional \$1,000 of support can be provided. Please see the [Faculty success webpage](#) for information regarding CREATE.
5. Conference Support: Assistant Professors may apply for a \$1,000 grant to participate in a top national or international conference, performance, or showcase venue most relevant in his or her field. This award is to be used during either the second or third year of the new faculty member's appointment.
6. Junior Faculty Summer Research Grant: This is available to Associate or Assistant Professors hired without tenure. It is intended to be used in their first summer to support scholarly efforts at the University. It can be utilized as summer salary or in their summer budgets for travel or other operating expenses. The new faculty member must make an election to take the grant as salary or M&O prior to the fiscal year beginning.
7. Insurance: Reimbursement for insurance is offered to tenure and tenure track faculty based on coverage level up to the maximum amount listed on the Faculty Recruitment and Hiring Expenses Reimbursement list.