

## FACULTY AND ACADEMIC ADMINISTRATORS

### START-UP & RECRUITMENT GUIDE

#### **Recruitment:**

Departments are allotted funds at the beginning of the search process for new faculty members. Recruitment amounts by faculty member rank are outlined in the [Faculty Recruitment/Hiring Form](#). The VPAA will fund one search per position. If the search is unsuccessful, additional search expenses must be covered by the individual departments or College. Funding will be transferred from the VPAA to the department chartstring using the purpose code of the search. Each search should utilize one of the following purpose codes:

- 10021-Recruit-Faculty Search 1
- 10022-Recruit-Faculty Search 2
- 10023-Recruit-Faculty Search 3
- 10024-Recruit-Faculty Search 4
- 10025-Recruit-Faculty Search 5

Faculty searches typically commence in the fall prior to the incumbent's anticipated start date (e.g. Fall 2019 for a 9/1/2020 start date). If a search commences earlier than the normal time frame and funds are needed in the prior summer, an exception may be made to transfer a portion of the funds at that time.

Expenses should be tracked by the department per position search, and no funds shall be transferred to another chartstring from these purpose codes. **Any funds remaining in these purpose codes at the end of the fiscal year will be recovered by the VPAA.**

#### **Start-up:**

All new faculty members and academic administrators will receive an offer letter containing any start-up amounts that will be provided at the time of hire.

- Routine start-up guidelines for new Faculty and Academic Administrators can be found on the [Faculty Recruitment/Hiring Form](#). Any amounts outside the standard start-up package are agreed upon during the hiring process, listed on the signed VPAA 131, and included in the offer letter.

- These amounts include funds for moving and relocation allowances (including house hunting), Insurance reimbursement and any operational start-up that has been allocated.

Academic Resources sends a copy of the offer letter and the VPAA 131 to the Division Budget Officer in the Vice Provost for Academic Resources Office, and attaches a copy to the posting in People Admin.

- If there is HEF start-up listed the Division Budget Officer will let the departmental administrative personnel know they need to request a faculty ID number in order for the funds to be deposited in the chartstring.

The Division Budget Officer will record the information on the FY\*\* Faculty Start Up spreadsheets.

Amounts tracked are as follows:

- Moving Allowance – [No Purpose Code]
- Operational Start-up portion of routine start-up package [13792]
- Insurance reimbursement [10207]
- Exceptional Start-up including HEF funds [Faculty Project ID's]

#### Moving

Moving Allowance funds will be funded to the department at the start of the fiscal year for those with a 9/1 start date. Hires done throughout the fiscal year will be done at time of hire.

Moving allowances will be funded to the department's 200-830001 chartstring. No purpose code is needed on these transactions. Moving Allowances are paid to the employee through the ePAR process. This amount should be added to the hire ePAR to pay directly to the employee.

No receipts are required as this is an allowance and not a reimbursement. If the department is adding any additional moving/relocation funds outside the amount covered by the VPAA it must be approved by the Provost and the additional amount must be paid through the same ePAR payment process for taxation purposes. No moving expenses should be done by requisition to the employee or to a vendor by the department, nor should the departmental Pcard be used to make any such payments.

Operational routine Start-up

Any portion of the \$5,000 routine start-up amount funded from the VPAA that is NOT designated for moving allowance will be funded to the department's chartstring using purpose code [13792].

Operational start-up portion of routine start-up packages will be funded at the start of the fiscal year for those with a 9/1 start date. Hires done throughout the fiscal year will be funded at time of hire. All transactions from this purpose code should be tracked by the department to ensure that the faculty member is able to access and use all of their designated funds.

Funds may not be transferred out of this purpose code without prior VPAA approval. All funds must be spent by 8/31 of the fiscal year in which they are received as these funds do not roll forward. These funds are intended to pay for immediate startup costs, and as such no roll forward requests will be possible.

Insurance

Insurance reimbursements are paid through the requisition process and the faculty member will need to provide the department with proof of insurance payment before the requisition can be completed, as the receipt will need to be attached to the requisition. Funds will be transferred from the VPAA to the department chartstring using purpose code [10207]. The VPAA will fund the department after they have been provided the receipt for payment from the faculty member. No transfers should be made from this purpose code to any other chartstring. Funds not used from this purpose code will be recovered by the VPAA at the end of the fiscal year.

HEF or Exceptional Start-up

HEF or Exceptional start-up funds will be deposited to the departmental chartstring with the faculty member's project ID number. The department is responsible for tracking the expenses that are charged to the faculty member's project ID chartstring.

HEF or Exceptional start-up funds remaining at the end of the fiscal year or designated expiration date will be recovered by the VPAA office.

Questions regarding Start-up should be directed to [Jessica.Scott@unt.edu](mailto:Jessica.Scott@unt.edu)