

OCCIDENTAL COLLEGE POLICY

Tenured and Tenure-track Faculty Start-up Packages

August 24, 2017

Authority: This guidance memorandum was approved by the Dean of the College and VP for Academic Affairs on August 24, 2017 and is subject to revision.

Summary: This memorandum outlines policies for determining the scope and management of tenured and tenure-track faculty start-up packages.

Purpose: The purpose is to ensure that appropriate expenses are identified and funded in compliance with College policy.

1. **Definition** -- A start-up package provides the financial resources to purchase necessary equipment, remodel office and in some instances laboratory space, obtain necessary supplies, research travel, and reimburse a faculty member's expenditures for deductible professional expenses as defined in Occidental College's Business Expense Reimbursement Policy.

2. General information

a. **General policy** – Occidental College will provide newly appointed tenured and tenure-track faculty members with a start-up package that will allow them to begin their scholarly work upon arrival at the College. The College also seeks to manage its resources to avoid the duplication of expenditures and properly account for capital equipment purchases. Any non-consumable equipment and materials, except for books, purchased with start-up funds are the property of the College.

b. **Scale and Scope of Package** -- The items included in the start-up package will be negotiated by the Dean of the College at the time of initial appointment and are subject to change pending the approval of the designated Associate Dean. A copy of the start-up agreement (and any subsequent revisions) will reside in the Business Office, the Associate Deans of the College Office, and the Dean of the College's Office.

c. **Funding the Start-up Account** – The Dean of the College will transfer the funds to a faculty-specific start-up account during a faculty member's first year of appointment. The funds are to be used by the faculty member for any expense that would be deductible as a professional expense and generally follow the agreed upon expenses.

d. **Oversight of Start-up Account** -- Charges to start-up accounts require the approval of the designated Associate Dean.

e. **Time Limit.** --Because startup funds are intended to assist faculty members in establishing their research programs at the College, it is expected that funds will be expended within eight years of a faculty member's appointment at the College. After eight years, any balance less than \$2,000 will be transferred to their faculty development fund. Should a faculty member wish to carry forward a balance in excess of \$ 2,000

following this initial period, the faculty member will provide a proposal with a timeline to expend remainder funds to the designated Associate Dean or the Dean of the College's Office.

3. Responsibilities

a. Dean of the College and Vice President for Academic Affairs -- The Dean of the College has responsibility for negotiating faculty terms of appointment, oversight of the academic budget, and designating the Associate Dean to administer the start-up funds.

b. Designated Associate Dean -- The Associate Dean has responsibility to assess the scope of start-up needs, establish the necessary accounts, and ensure the funds are used for the designated purposes.

c. Tenured and Tenure-track Faculty -- The faculty member (in consultation with the Department Chair) is responsible for identifying the necessary items needed to begin their scholarship and providing the necessary documentation for proper accounting of her/his expenses.

4. Letter of Agreement -- Each new faculty member will sign a letter of agreement prior to release of their start-up funds. The letter will outline the specific value of the start-up fund and serve as acknowledgment of the policies in this document.