New Faculty Commitments

When new Tenure Track Faculty are hired, the University often makes commitments to them, providing reimbursement for moving expenses, startup funds and computer purchases. The commitments are specified in their Letters of Intent and their contracts. There are a few things of which to be aware when processing these transactions.

MOVING EXPENSE REIMBURSEMENT
- Purchase Requisitions for moving expense reimbursements should be submitted to the Dean's Office for processing. An Associate Dean reviews the expenses and approves the requisition.

- The Budget Manager forwards the requisitions to the Provost's Office for approval. The account number to be charged is added in the Provost's Office, as the moving expense is usually being paid from the Provost's funds. If the department has committed to paying a portion of the moving costs, the department's account number and the committed amount can be filled in on the requisition.

STARTUP FUNDS
- The setup and funding of Startup fund accounts will be requested of the Controller's Office and Budget Office by the Budget Manager. Each new faculty member has a specific account number to use.
- The numbers, when assigned, will be provided to the budget contact in the academic department of the new faculty member.
- When purchases or other expenditures are being processed to the start-up account, it's important to use the specific number of the start-up fund. Using the department's operating account creates extra work when the charges need to be moved to the correct account after the fact.
- Start-up funds are NOT the same as Faculty Development funds.

NEW FACULTY COMPUTER PURCHASES

- Like Moving expenses, the new faculty computers are paid for by funding from the Provosts' Office.
- Requisitions for new faculty computers need the approval of the Associate Dean. A copy of the faculty member's signed contract should be attached to the requisition.
- Requisitions will be forwarded to the Provost's Office by the Budget Manager. In the Provost's Office, the appropriate account number to be charged will be added to the Purchase Requisition. If the department has committed to paying a portion of the computer cost, or if start-up funds are also being used, those account numbers and the committed amounts can be filled in on the requisition by the department.