

## **6. RESOURCES**

1. Overview
2. Relocation Expenses
3. Computer System
4. Professional Development Funds
5. Start-Up Resources
6. Grant Cost-Share-Matching, Course Release, Summer Teaching

## **RESOURCES: OVERVIEW**

Please find below a listing of the various aspects of the position and the resources available to new faculty hires:

### Aspect/Resource

Course Schedule  
Course Load  
Department Organization/By-Laws  
Office Space  
Moving Expenses  
Computer System  
Faculty Development Funds  
Supplementary Start-Up Funds  
Matching/Cost-Share for Grants  
Course Release  
Summer Teaching



# Cleveland State University

Frederick F. Kantz, Jr., M.B.A.  
Director of Fiscal Operations, Office of Academic Affairs

August 8, 2003

To: All Academic Deans and College Fiscal Officers

From: Fred Kantz

Subject: Reimbursement of Relocation Expenses

We have been experiencing a great irregularity with the submission of requests for payment of new faculty moving expenses. In an effort to gain some consistency, we are implementing the following rules relative to the payment of these requests:

- All reimbursable relocation expenses must be specified in the faculty member's initial contract. The Provost's Office will pay the actual moving expenses of a new full-time tenure-track contract faculty member up to a maximum of \$1,500. Any amount greater than \$1,500 is the responsibility of the hiring College.
- Reimbursement of moving expenses will be permitted for only one move, at the time of initial employment, from outside the Greater Cleveland area to a point within the Greater Cleveland area.
- Items covered by the moving allowance include: reasonable expenses for moving of personal property, household goods, furniture, clothing, appliances, and books; reasonable personal travel expenses for the individual and his or her family including a mileage allowance consistent with the University travel policy and reasonable food and lodging expenses encountered in the direct relocation trip to Cleveland.
- Reimbursement for all appropriate expenses within the stated limits and supported by three vendor quotations and original paid receipts clearly marked with a vendor signature, date and method of payment, will be made on the basis of a completed purchase requisition approved by the respective Dean and the Provost. A copy of the faculty member's contract must also accompany the purchase requisition.
- Reimbursement will not be made until after the contracted faculty member is on-site at CSU and on the payroll.
- Reimbursement will not be made if the purchase requisition is submitted more than 180 days after the commencement of on-site employment.
- Exceptions to this moving expense policy will be specified in the initial appointment contract, or specifically approved by the Provost.

Please let me know if you have any questions on the above.



# Cleveland State University

Frederick F. Kantz, Jr., M.B.A.  
Director of Fiscal Operations, Office of Academic Affairs

June 14, 2010

To: All Academic Deans and College Fiscal Officers  
From: Fred Kantz  
Subject: Computer System for New Faculty

The following guidelines will be used for the purchase of computers for new Tenure-Track faculty members:

1. The Provost's office will provide funding for **up to** a high end small form factor desk top unit with 22" LCD monitor, or a moderate convertible mini tower desk top unit with 22" LCD monitor, or a HP 8540 base laptop. Any configuration beyond these levels, including optional upgrades, is the responsibility of the respective Department or College
2. The computer system will consist of a CPU and monitor, or a laptop.
3. The guidelines for PC and MAC purchases, as published on the IS&T website will be followed. Requests for non-standard computer configurations must be justified, and approved by the Provost. Computer systems not conforming to the IS&T guidelines will not be supported by IS&T.
4. All requisitions for New Faculty computer systems must be routed through the College Fiscal Officer and my office for approval.
5. All computer systems must be procured through the CSU IS&T/Purchasing organizations.

Failure to comply with the above may leave the department fully liable for the cost of the computer system.

Thank you for your cooperation.

OLD

ARTICLE 28

ACADEMIC WORKPLACE ENVIRONMENT

- 28.1 The administration recognizes the importance of providing academically adequate classrooms, office space, laboratories, studios, materials, supplies and equipment, clerical support, library and instructional media services, computer facilities, and electronic and telecommunication facilities for faculty engaged in undergraduate, graduate and professional instruction, research, and creative activities.
- 28.2 PROFESSIONAL DEVELOPMENT FUND. The purpose of the Professional Development Fund is to afford each faculty member the opportunity to improve scholarship, teaching, and/or service in pursuit of the goals of the university. Both the CSU Administration and the CSU-AAUP recognize the importance of continuous improvement in the skills and accomplishments of the faculty in these areas. We therefore continue this fund as follows:

During each year of this contract, including the first year, each college shall provide a sum of no less than \$1,000 for each tenure track faculty member for professional development during the current fiscal year. Professional development expenses may include but are not limited to: travel, software, hardware, books, and journals. This fund shall not be used to supplant routine hardware replacements. It may be used to replace hardware more frequently than the usual scheduled replacement cycle or to upgrade existing hardware. The individual professional development fund will be allocated per department and is to be spent for the above purposes by each eligible faculty member subject to the approval of the department chair. Unused funds shall be carried forward from one year to the next by the department on behalf of each eligible faculty member. In the event of budgetary reductions caused by mandated cutbacks of revenue, the administration will notify the Contract Implementation Committee. If the Committee finds there is no reasonable alternative, then the professional development funds may be reduced during the next academic year for that year only.

## START-UP RESOURCES

The purpose of this program is to enhance the Department and College's ability to recruit and hire high quality faculty having the promise of being a productive scholar/teacher and to attract external grant support for their creative and scholarly activities. This program is funded by the Provost's Office for a maximum award of \$7500 for each new tenure-track CLASS faculty recruit. Since these funds are to assist in getting highly qualified candidates to accept our offer of employment, proposals for this support must be submitted before the Letter of Intent is drafted and mailed.

Department Chairs / School Directors are free to determine when the candidate's proposal is to be submitted for evaluation but the final review must be completed before the Letter of Intent is mailed (one possibility is that you may wish to ask each candidate to bring the proposal along to the campus interview). Regardless of when the proposal is submitted, please note the procedures to be used and the required documents:

1. A two to three page statement from the candidate containing his/her research – creative activity plans for the following three years; a statement of the resources needed to accomplish these goals; and a dollar figure of support requested.
2. A supporting statement from the Department Chair / School Director (this statement should include some comments on how the proposed activities further the mission of the Department-School and the College).
3. The candidates' proposal and the Chair's statement are sent to the Dean's Office (a 24-hour turn-around time is promised). A precise statement will be sent to the Department Chair / School Director for eventual inclusion in the Letter of Intent.

Additional comments:

1. The Dean's Office is not obligated to fund the request at 100%;
2. The awarded funds are to be spent/encumbered during the first three years; and
3. On the assumption that the \$1,000 Faculty Development Funds have been continued in the current Collective Bargaining Agreement, these proposals need to take this amount into consideration when devising the proposed budget.

## **GRANT COST-SHARE / MATCHING**

The Dean's Office will make available up to \$3,000 for each new faculty hire for cost-share / matching funds for any external grant awarded during the first three years. These funds are not accessible as an add-on to a fully-funded grant; rather, the money will be made available only in cases where the granting agency requires such cost-share / matching funds. This \$3,000 is cumulative and the matching / cost-share can be accessed for more than one successful external grant awarded in the first three years. Please note that \$3,000 is the maximum total available over the three years; it is not the amount accessible per grant.

## **SUMMER TEACHING**

Please explain to the candidates that the contract period is for nine months and that they have no obligations to the University during the summer if they are not on a summer contract. However, you should also explain that the opportunity exists for summer teaching for additional compensation. When you do, please note the following points:

1. The maximum workload for full-time faculty in the summer is no more than 8 (eight) semester hours at any one time and no more than 12 (twelve) semester hours during the entire summer.
2. Rate of compensation (Articles 14.3 and 14.4 of the Collective Bargaining Agreement): "Effective summer 2011, unless assigned to summer teaching in lieu of service in another academic year term, faculty shall be compensated for summer teaching on a course by course basis (not including independent study courses, thesis/dissertation supervision, and the like), at the rate of \$1,XXX per semester credit hour. Each summer thereafter, this amount shall be increased by the same percentage as the across-the-board increase in the base salary from the previous year." "Unless the faculty member is offered an equivalent alternative assignment, a faculty member shall be compensated \$500 for each section that is canceled for any reason by the Administration at any time after the first meeting of the class."
3. We cannot guarantee any faculty member the maximum number of credits in any summer. I strongly suggest that you provide the candidates a copy of your Departmental-School policy regarding equitable access to summer teaching.

## **COURSE RELEASE**

Please note that each new faculty hire will be entitled to one-time 1 (one) course release during his or her first three years on campus. The course release shall be at a time mutually agreed to by the faculty member, the Department Chair-School Director, and the Dean. The Dean's Office does not provide part-time replacement costs for this release.