

Arnold School of Public Health
Faculty Start-Up Expenditure
June 10, 2016

As part of recruiting the most qualified faculty candidates, the Arnold School and academic departments commit to new faculty member start-up costs. Meeting these startup commitments is the largest financial challenge that the ASPH faces each fiscal year. However, this commitment represents the school's initial investment to help ensure new faculty success and to meet ASPH tenure and promotion criteria where appropriate. It is not the last monetary commitment that the School will make to faculty over the course of her/his career. All start-up commitments include an expenditure period for use, which is typically two or three years from the date of hire. Start-up commitment allowable expenses typically include summer salary (if not otherwise covered by receipt of extramural funding), support of graduate assistants and/or research staff, equipment, supplies, travel, and memberships. The following guidelines serve to govern and clarify faculty use of start-up funds:

- Start-up funds can be used for allowable university expenses to support the faculty member's research agenda and professional development. These funds cannot be used for anything of personal benefit, e.g., to purchase academic regalia.
- Start-up funds should be expended in the time frame specified in the offer letter (with the possible exceptions noted below).
- The faculty member will receive an automatic one-year extension of the start-up expenditure period beyond that articulated in the offer letter if the faculty member is approved for an extension of the tenure probationary period.
- The faculty member can request one one-year discretionary extension to the start-up expenditure period based on assessment of expenditures to date and faculty needs. The request must include justification for the discretionary extension and how the remaining funds will be expended. This request must be reviewed and approved by the department chair (and center director if a center is providing resources for start-up) and the dean.
- Under no circumstances will the total start-up expenditure period be extended beyond four years from date of hire, even if both extension types are approved.
- Start-up commitments often include funds for summer salary, to be used if grant or contract receipts do not fully support it. These commitments typically range from 3 to 6 months for the entire expenditure period. During the first summer after date of hire, the faculty member may fully fund summer salary from available start-up funds; no more than two months of summer salary is allowable in the second summer, and no more than one month of summer salary is allowable in the third summer.
- Approval of any request for a discretionary extension to the start-up expenditure period should be made in context of both the faculty member's justification and the current budget of the department/school. Early receipt of extramural funding that must be expended before expiration of the startup expenditure period is not a valid justification for extension of the start-up time limit.