

University of La Verne

I. Purpose of the Policy

The guidelines that follow have been developed with input from the Provost. Principles for development included aspirations for equity, flexibility, transparency, and prudent stewardship of limited operating funds. The purposes of faculty start-up funds at the University of La Verne are to (1) assist new faculty members in obtaining the necessary equipment and appropriate workload to develop a strong capacity for research, scholarship, and creative works; and (2) recruit highly qualified teacher-scholars with research, scholarship, creative works agendas.

II. Detailed Policy Statement

Development of Start-up Packages

Staffing Planning: Consideration of the start-up package begins at the time of requesting a position. Exceptional costs can sometimes be anticipated with knowledge of competitive job markets and typical technology needs in the discipline. The Dean and Provost will discuss an expectation of costs that exceed maximum levels established in this document prior to approval of the hire for the position.

Search and Negotiating: During the hiring process, the Dean will discuss prospects for unusual start-up packages with the Provost, particularly when maximum levels established in these guidelines are exceeded. All packages should be in writing and include the provision that disbursement of funds may be terminated after an announcement of plans for departure from the University or after inadequate performance. **New faculty need to be advised in writing that start-up activities and purchases are to be completed within two-years of employment.** The final result of the negotiation process should be documented on the Faculty Start-Up Worksheet (for internal use only, see attached, with the information on the package included in the candidate offer letter.

Funding and Implementing: Funding for equipment, software and professional development approved on the Faculty Start-Up Worksheet (see categories 2 and 3 below) will be established in the budgeting process. The Dean will provide accounting (FOAP) information to process expenditures for these items. Funds set aside for purchases of equipment and software, and completion of professional development activities **will only be available for two years.** Any exceptions must be justified in writing and approved by the Dean or Provost.

Funding for relocation, computers, reduced instructional load, furniture, office painting and facility renovations will be embedded in existing university processes and budgets. Additional operational and implementation details will be worked out between the Dean and Provost.

Standard university policies and practices for documentation and timely submission of expenditures also apply.

III. Categories of Support

The following categories of expenses can be considered during negotiation with a job candidate:

1. **Relocation Expenses.** Limit relocation reimbursement to \$2500. A central pool of funds has been identified to cover these expenses (along with search costs such as advertising and travel). Requests to exceed \$2,500 must be approved by the Provost and be a part of the hiring package essential to recruiting the candidate.
2. **Equipment in Technology-Intensive and Non-Technology-Intensive Research, Scholarship, and Creative Works.** For non-technology-intensive research, scholarship, and creative works, positions may allocate support for equipment, materials, and supplies (e.g., software, laboratory equipment, computer accessories) in an amount up to \$2000. More expensive packages are permissible for faculty whose research, scholarship, and creative work is in technology-intensive fields, provided there is an appropriate rationale approved by the Provost. When applicable, packages are presumed to support the faculty member's competitive standing in extramural funding requests. All packages must be described in writing; **funds must be spent within the first two years of employment.**
3. **Professional Development.** Professional development funds, not to exceed \$2000 unless approved by the Dean or Provost, may take a variety of forms, including attending specialized conferences, webinars, subscriptions, and books. **Funds must be spent within the first two years of employment.**
4. **Computers.** The University has adopted a five-year faculty computer refresh program and in general, the following guidance applies:
 - a. *If the new faculty is replacing a faculty member who had a computer still covered under the refresh policy, the incoming faculty will use that computer.*
 - b. *If this is a) a new position and no incumbent with a computer or b) an incumbent who was due a new computer under the refresh policy, then the new faculty member would get a new computer.*

The refresh program, which is managed by the Office of Information Technology, is intended to provide the Dean with some flexibility and discretion in the specifics of annual computer purchases. The Dean should work with OIT to prioritize needs within their respective colleges.

5. **Reduced Instructional Load.** New faculty may take the equivalent of four credit hours of reassignment for purposes of investing time in research, scholarship and creative work during their first year of employment. The Dean needs to include

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these costs for adjunct replacements within their annual adjunct requests.

6. **Furniture, Painting Offices, and Facility Renovations.** Furniture and office painting are not included in start-up packages. Facilities Management is initiating an office paint and carpet refresh program which will include some flexibility at the discretion of the Deans. Furniture needs and/or any facility renovations should be included in the annual capital request process. As we transition into a more systematic approach to meeting capital needs, any urgent concerns can be raised with the AVP for Facilities Management.