

**SUBJECT: Faculty Start Up Funds**

**1. Purpose**

The University of Northern British Columbia provides funds to assist newly appointed tenured and tenure track faculty members in establishing their research program at UNBC.

**2. Scope**

Start up funding is available for expenditure by newly appointed tenured and tenure track faculty members within the first 36 months of their initial appointment at UNBC.

Expenditures are subject to all University procurement and human resource policies, and are similar to, but not limited to, those expenditures listed in the Faculty Agreement under "Professional Development Allowance". All equipment purchased with start-up funds is the property of the University of Northern British Columbia.

**3. Authority and Responsibility**

These funds are allocated from a central start-up pool maintained by the Vice President Academic and Provost. Individual allocations from this funding pool will fluctuate annually as university budgets permit.

The amount of start up funding and a plan for start up fund expenditures are negotiated at the time of appointment between the faculty member and the Dean. Once approved by the Vice President Academic and Provost, the value and expenditure plan for the start up funds is to be included in the letter of offer.

The Director of Finance and Budgets is authorized by the Vice President Academic and Provost to automatically transfer any funds not expended by the faculty member within 36 months from the date of initial appointment back into the central start-up pool.

If requested in writing by the faculty member, the Vice President Academic and Provost may permit an extension of the funding period beyond the 36 months of initial appointment. The decision of the Vice President and Provost to grant or deny an extension is final.

It is the responsibility of the faculty member to ensure that all funds are expended within the first 36 months of the initial appointment.

All expenditures must have the approval of the Chair and must conform to the faculty member's budget and proposal submitted to the Dean at the time of appointment.

This policy also applies retroactively to existing start up funds of faculty members who were appointed prior to the approval date of this policy. Faculty members appointed in a tenured or tenure track position prior to January 1, 2004 will have until October 31, 2007 to expend remaining start up funds. Faculty members appointed between January 1, 2004 and the approval date of this policy will have an additional 12 months after their initial 36 months of appointment to expend remaining start up funds. Unexpended funds will be returned to the central start up pool unless the faculty member appeals the deadline in writing to the Vice President Academic & Provost and is granted an extension. The decision of the Vice President Academic & Provost to grant or deny an extension is final. For purposes of application, the approval date of this policy is November 1, 2006.