



### **NAMED FACULTY CHAIR FUNDS POLICY**

Faculty research funds associated with named chairs provide \$5,500 annually to cover costs of professional travel, research, and the purchase of supplies and equipment. The research funds follow the fiscal year, July 1 – June 30. Available funds unused in one fiscal year may not be “rolled over” into the next year.

All professional travel must be charged against these research funds. Other qualifying expenses include computer equipment (beyond the normal College allocation, which must be purchased through ITS); equipment used primarily for teaching or research; additional student research assistance time (in addition to the departmental allocation); professional dues and subscriptions; books, software, and other materials used to enhance teaching and research; and honoraria or travel for visiting speakers.

All equipment, supplies, and materials purchased with these funds are College property and should be purchased and inventoried through the appropriate department.

Faculty members with these endowed chair funds are not eligible for the standard research and travel funds that are available to faculty without named chairs.

You may use your funds for outside contractors who assist with indexing, editing, and proofreading services. Please note that for these types of assignments, you should not pay contractors for services directly from your personal funds and then seek reimbursement. Instead, payments to contractors should be paid directly by Colby. Further details regarding the process for contractor payments can be found on the Colby Financial Services website.

Only expenses directly attributed to scholarship, pedagogy, or professional development may be charged to these funds. A few examples of purchases and expenses not allowed with these funds include office furniture or accessories, child care expenses, and cell phones.