



FACULTY START-UP FUNDS POLICY

Colby College is committed to the success of its junior faculty. Start-up funding is provided as a catalyst for a faculty member's career at Colby, assisting with career development, enabling scholarship and teaching innovations, and ensuring that faculty receive support at crucial early stages of their careers.

Start-up funds may be used for professional expenses incurred during the first several years of a faculty member's appointment at Colby. All continuing faculty (tenure track and non-tenure track continuing faculty) may receive start-up funding.

Use of Funds:

Generally, start-up funds may be used for research costs: travel, lodging, meals, and registration fees for attendance at professional conferences and association meetings for which the faculty member is not being reimbursed by the hosting organization; dues for professional associations and discipline-specific academic organizations; books; and journal subscriptions. Allowable start-up expenditures may also include purchasing data sets, acquiring laboratory or studio materials and equipment, and traveling to archives or other research sites. In addition, funds may be used for travel and lodging in order to meet with scholarly collaborators outside of Colby. Prior approval for these expenses is not required, reimbursements are processed through Workday (use the Create Expense Report task). When using funds for travel, please refer to the Colby College Travel Reimbursement and Other Expenses Policies Handbook" which can be found on the [Accounts Payable](#) website.

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.

Equipment Purchases:

Start-up funds may be used to purchase office computing equipment that is beyond the norm provided by the College of laptop or desktop, monitor, and keyboard. Any additional/upgraded equipment costs will be assessed to a faculty members' start-up account. Any equipment purchased with start-up funds remains the property of the College and should be inventoried with the appropriate department. Faculty members are asked to coordinate their purchases of computing equipment with the College's Information Technology Services (ITS) to ensure that the most cost-effective means of obtaining the equipment is used. Similarly, start-up funds may be used to purchase specialized software, but it is essential to consult ITS to ensure that they can acquire and support the needed programs. For equipment other than computing (i.e. lab equipment, sensors, specialized microscopes, etc.) in excess of \$25,000, faculty must complete a capital project request. Faculty should work with their department chair to coordinate their purchases in order to obtain the best rate possible and for their department to negotiate appropriate service contracts.

Faculty Responsibilities:

It is expected that faculty will act professionally in managing their start-up funds. Faculty are responsible for tracking their spending. If a faculty member spends over their allotted start-up funding, the faculty member is responsible for reimbursing the College for the overspent amount.

Start-up funds should be spent in the period outlined in each faculty member's hire letter; the maximum term is five years. Faculty will not be able to roll over any unspent funds after this period. In general, start-up fund spending is through the fiscal year ending June 30.

If a faculty member leaves Colby, they are not entitled to any unspent start-up funds, which are non-transferable to other institutions.

Please refer to the College's [Travel Reimbursement and Expense Policies](#) for a complete explanation of allowable travel and business expenses.