

California State University Maritime Academy Start-up Funds Policy, Procedure, and Guidelines

Rooted in the belief that dual pursuits of strong teaching and active scholarship nurture and strengthen each other, Cal Maritime is invested in the “teacher-scholar” model. To continue and to advance that model, the university seeks to recruit and retain tenure-line faculty with significant potential for scholarly, creative, and entrepreneurial activities by making start-up funds available to them during their time as “probationary” faculty.

The following policy is meant to ensure sound business practices, timely and accurate recording of expenses, compliance with university policies, and compliance with tax regulations under the Internal Revenue Code.

Policy Statement

Faculty start-up funds are intended to support new faculty members by supporting expenses related to their research, scholarly, and creative activities over a defined period of time. More broadly, these funds are meant to jumpstart the scholarly agenda of new faculty and to help position them for success in the tenure review process. Faculty start-up funds are not considered personal compensation and may **not** be used to supplement a faculty member’s academic year or summer salary or to cover personal expenses of any kind.

All assets purchased with start-up funds are the property of Cal Maritime and are permanently retained by the university. Examples of assets include—but not limited to—computers, lab equipment, printers, scanners, etc.

The university prohibits the use of faculty start-up funds for gifts of any kind, donations, alcohol, flowers, furniture/furnishings, rare books, works of art, home office expenses, cell phones, non-academic streaming services, personal website expenses, non-research related travel, or any costs unrelated to faculty research or scholarly activities.

In the event of a faculty member’s departure from the university, any unspent start-up funds, assets, or other items remain with the university. If the faculty member has announced plans to leave Cal Maritime, no expenditures will be allowed from start-up funds without the prior approval of the department chair and dean. (Note: a departing faculty member may be able to negotiate a buy-out option for eligible items¹ and must first contact their dean to explore this possibility.)

Procedures

An initial sum of start-up funds will be negotiated when a verbal offer of employment is made to the faculty candidate by the appropriate school or library dean. The dean will invite a start-up funds request from the candidate, who must support his/her request with a general budget. Deans will seek the approval of the Provost for the verbally agreed-upon amount, and (with the Provost’s approval) that amount will be formally offered in a letter from the dean following the official appointment letter sent by the Provost. Start-up funds must be spent according to the approved budget. Significant deviations in the budget must be approved by the appropriate dean.

¹ Computers, printers, and other technology are generally NOT eligible items. Specialized research or lab equipment MAY be eligible, but that eligibility must first be recommended by the dean and subsequently approved by the Provost, in consultation with the Vice President for Administration and Finance.

These funds are normally to be spent within the first three years of the new faculty member's employment, and during each of those years, unspent start-up funds will carry over to the next fiscal year. To carry unspent funds into the fourth academic year, the faculty member must submit a written justification to the dean by February 1st his/her third year. This request include a revised budget and department chair approval. The dean must approve the carry-over of funds into the fourth year. Normally, start-up funds exceeding the amount initially offered will not be awarded, but a faculty member may appeal directly to the Provost for additional start-up funding during her/his probationary employment period if significant new scholarship-related expenses arise and warrant such a request.

Each new faculty member's start-up funds (as negotiated and approved) will also be augmented by up to \$5000 (total, not annually) to support conference travel during the first three years. For this reason, probationary faculty seeking to travel to conferences should first draw on start-up funds. Additional funding for conference travel may be available from funds overseen by department chairs and deans. (See [Faculty Development website](#))

Guidelines

Expenses typically covered by start-up funds for newly hired faculty include:

- Conference travel (as noted above).
- Specialized accessories and software for work directly related to the requester's scholarly agenda.
- Books, journals, electronic resources, special laboratory and office supplies.
- Student research assistants.
- Designated research travel associated with start-up or transition. This would include travel to special collections, consultations with collaborators, professional development opportunities, etc.
- Scientific equipment and materials/supplies not already available for the faculty member's use.

All expenses from faculty start-up funds must be fully documented with specific reference to the research or scholarly activity being conducted and must follow all related university policies and procedures.