****

**Faculty Development and Start Up Funds Guidelines**

Effective 11/1/24

1. **Purpose and Background of the Guideline**

To guide all units within the Colorado School of Public Health (ColoradoSPH) on the recommended ways to build and utilize faculty development funds.

1. **Definitions**

*Faculty Development Funds*

Funds accumulated by ColoradoSPH faculty that are intended for the professional and academic development of the faculty. Faculty are defined as employees appointed at the rank of (Sr.) Instructor, Assistant Professor, Associate Professor, and Professor in one of four faculty series: Regular (tenure eligible), Research Professor, Clinical Teaching Track, or Clinical. This also includes employees with appointments at the ranks of (Sr.) Professional Research Assistant (PRA and Sr. PRA) and (Sr.) Research Associate in the Research Associate series. Adjunct faculty, adjoint faculty, and working retirees are not eligible.Use of faculty development funds is restricted pursuant to school and university policy (described below), and the funds are the property of the school.

*Start Up Funds*

Specific funds committed to a faculty member through a letter of offer during their hiring and/or appointment process by a center, department, school, or university.

1. **Approved and unapproved use**
2. University of Colorado and State of Colorado **approved** uses of *faculty development funds* must be considered in all cases (See University of Colorado [*Tests of Propriety*](https://www.cu.edu/ope/aps/4015)) and must follow University policies and process. The following are approved uses of faculty development funds:
3. Payment of dues for professional and scientific memberships associated with your position at the Colorado School of Public Health. Multi-disciplinary professional associations or societies that span public health research, practice, and education are also eligible.
4. Travel to attend professional and scientific meetings including air, hotel, meals and other travel costs. The University requires that all travel policies and procedures are followed when traveling on university business (See University of Colorado [*Travel Policies*](https://www.cu.edu/psc-procedural-statement-travel)). International travel must also be approved by the Dean or Dean’s delegate and may also require university approval if to a “high risk” area (See [*Travel Pre-Approvals*](https://www.cu.edu/psc/travel/you-travel/travel-pre-approvals)).
5. Registration costs to attend professional and scientific meetings or conferences.
6. Computers, laptops, iPads, software licenses and certain other electronic devices you would use to fulfil your work duties in your home office, on campus office, or grant funded office. All purchases must be coordinated through the SOM IT department and/or Anschutz OIT and comply with university procurement processes. All equipment must be returned to the university when the faculty member leaves.
7. Equipment, supplies, leased external laboratory facilities used to conduct laboratory or field work for ongoing research, or pilot studies, including contracted work.
8. Teaching or research materials that would assist you in your position, including books and subscriptions to professional and scientific publications.
9. Salary and benefits for temporary workers, student workers, graduate research assistants (GRA), research assistants (RA), post docs, or gap in funding for university staff, professional research assistants (PRA).
10. Student travel expenses for academic, practice, or research purposes.
11. Student tuition and fees for graduate research assistants who receive tuition benefits.
12. Publication costs, including journal fees, professional editing services, and graphic design services.
13. Purchases of data or statistical analysis or consulting services for use in research.
14. IRB approved incentives for research participants.
15. To support community engagement in faculty research and teaching, including honoraria, stipends, or gift cards ([Gift Card Policy](https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-gift-cards%20)) for community advisory board members, guest lecturers, expert panelists, and community participation in research planning meetings and research dissemination activities.
16. To recognize non-employees or employees within the unit or team under an approved [Recognition Program](https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and).
17. Job-related training costs.
18. Costs associated with professional licensure and certification for faculty who are engaged in clinical practice such as medicine, nursing, psychology, physical therapy, etc. National public health certifications are also eligible.
19. Costs associated with applying for U.S. work permit, green card, visa and/or citizenship.(See [*International Student & Scholar Services Estimated Costs*](https://www.ucdenver.edu/services/international-student-and-scholar-services/hr-partners/h-1b-scholar#ft-estimated-costs-2))
20. Salary coverage of the faculty member. These accounts are intended to provide research support that bolsters a faculty member’s research or public health practice mission. However, exceptions may be made from time to time for sabbaticals or when departments set policies for conditions when the funds can be used for salary support (e.g., bridge funding).
21. Sponsorships and/or donations with approval by the Dean and CU Anschutz Compliance in alignment with the school/unit mission. (See University of Colorado [*Sponsorships and Donations Policy*](https://www.cuanschutz.edu/offices/fiscal-compliance/resources/sponsorships---donations))
22. University of Colorado and State of Colorado **approved** uses of *Start Up Funds*.
23. All of the uses listed above in Section III.A. as well as salary and benefits for non-temporary employees are approved uses of Start Up Funds.
24. **Examples of unapproved uses of both development funds and startup funds**

Unauthorized uses of development and Start Up Funds include, but are not limited to the following:

1. Costs for spouse, significant others, and/or children to attend events (including travel, registration fees, meals, etc.)
2. Alcohol while traveling for university business or if attending a university sponsored event where faculty may purchase alcohol. (See University of Colorado [*Finance Procedural Statement: Alcoholic Beverages*](https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-alcoholic-beverages)).
3. Costs to attend ColoradoSPH related functions (e.g., student graduation dinner) when there is a cost associated to participate.
4. Prohibited IT purchases (cell phones, data plans, Air Pods, Beats).
5. Meals that do not fall under an approved official function, or meals that do not have an approved recognition policy (such as taking a student or research team to lunch). (See University of Colorado [*Finance Procedural Statement Official Functions*](https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-official-functions))
6. Personal Expenses. If an expense is needed to accommodate an accessibility need, prior approval is needed from Accessibility Services. This includes treadmill desks.
7. Office furniture, equipment, and supplies for home office. Please refer to the [Remote Work Arrangements](https://www.ucdenver.edu/docs/librariesprovider284/default-document-library/4000-human-resources/4032---alternative-schedules-and-remote-work-arrangements.pdf?sfvrsn=3ee7f3ba_2) for detailed information.

Note: The ColoradoSPH audits its SpeedTypes. All administrators and faculty are expected to know the procurement rules. Should an expense be processed, and that expense is later deemed an unapproved expense or noncompliant, the faculty member will be responsible to reimburse the school. For further guidance reach out to the ColoradoSPH Office of Finance (ColoradoSPH.Finance@cuanschutz.edu) before making the purchase or committing to it.

1. **Tracking, Reconciliation, and Return of Funds**
2. Tracking and Reconciling Funds

1. The home unit (department or center) will be responsible for maintaining separate SpeedTypes for faculty development and faculty startup funds. There will be one spending SpeedType and one reserve SpeedType for both the startup and faculty development funds.

Example:

Fund 11: “Unit – Last Name Faculty Development”

Fund 72: “Unit – Last Name Faculty Dev Reserve”

Fund 11: “Unit – Last Name Start Up”

Funs 72: “Unit – Last name Start Up Reserve”

1. The unit should provide each faculty with a detailed reconciliation of each SpeedType on a quarterly basis. Some faculty may require monthly reporting.
2. Return of Funds at Termination
3. At the time a faculty member provides notice to their supervisor of intent to separate from the Colorado School of Public Health at CU Anschutz due to transfer within ColoradoSPH CU Anschutz, transfer to ColoradoSPH @ CSU or ColoradoSPH @ UNC, or transfer to another school/unit at CU Anschutz or any other CU campus, phased retirement, retirement, termination, relocation, etc., or change their position to an ineligible track/rank (see II. Definitions):
	* 1. **All faculty development funds will be frozen upon receipt of notice.**
		2. A central review of the current balances will be conducted by the school’s finance team with input from the unit chair/director, the faculty member, and the unit’s finance person.
		3. The unit’s finance person will verify, in writing, previous spending and that all accounts are in good standing.
		4. While the faculty member can make recommendations about the use of the funds, the department chair in collaboration with the center director (if applicable) will submit a plan for the future use of the faculty development funds or faculty start-up funds; these recommendations will then be reviewed and approved by the school’s associate dean of administration and finance in partnership with the dean prior to any spending, commitments, or transfers.
		5. Effective the date of separation, any unused funds will be returned to the unit that provided them regardless of whether the faculty comes back as a working retiree. If multiple units contributed funds, for example a department and a center, funds will be split in accordance with the proportion of funds provided by the unit. (Note: It is recommended that units create separate unit specific SpeedTypes and MOUs for spending).
		6. Any tangible items purchased with Faculty Development or Start Up Funds (computers, iPads, stand up desks, monitors, furniture, office supplies, etc.) are the absolute property of the University of Colorado and must be returned to the school upon termination of employment.
		7. An MOA will be executed that specifies any equipment needed to transfer from one faculty appointment to another (for example, full professor to adjoint).
		8. Each unit should maintain their own equipment tracking sheets. A financial detail for equipment and capital equipment and supplies can be run to identify specific purchases.
4. Should the School hire a former faculty member as a working retiree, the person in question no longer has the same access to these funds as they did when they were active faculty (See definitions above). The working retiree shall submit a specific request(s) for funding to the department chair and/or center director for consideration of funding approval on a case-by-case basis. All working faculty retiree requests shall be reviewed by the associate dean for administration and finance in partnership with the Dean.
5. All faculty development funds and start up packages are owned by the University of Colorado. In the unlikely event that a department or center requires additional funds beyond their reserves, departments and centers have the discretion to impose restrictions on these funds such as freezes, etc.