BOWDOIN COLLEGE

Guidelines for Discretionary Faculty Funding

Start-ups, Endowed Chair Funds, Research & Professional Development Funds[i]

Summary

Faculty funding is College funding that is designated for support of and use by a specific faculty member. Start-ups, endowed chair funds, and research & professional development funds are all 'discretionary' monies, meaning that, within the parameters of overall College policies and guidelines, there are very few additional stipulations on how the funding may be used.

Your funding may be used for a wide array of professional expenses to support your scholarly or creative work, pedagogy, and professional development during your appointment at Bowdoin. Examples of typical expenses include research materials or supplies, professional travel, memberships, books, research student wages, workshops, and publication costs.

You can view your expenditures and available balances via the [Financial Dashboard](#) in Workday, the College's financial system. It is your responsibility to avoid overspending. If the account is overspent, you will need to reimburse the College for that amount.

Your first point of contact with questions about College policies and processes is your department coordinator. For guidance on Workday-related processes, see the [Workday Finance Knowledge Base](#) (articles on requisitions and purchase orders, expense reports, per diems, cash advances, and more). If you have additional questions which aren't addressed in the resources linked here, please contact Janice Staples ([jstaples@bowdoin.edu](#), ext. 4387) or Saari Greylock ([s.greylock@bowdoin.edu](#), ext. 5110).

Expenditures: General

- Please familiarize yourself with the [College's Travel & Expense Reimbursement Policy,](#) which covers topics including allowable and unallowable expenses (not limited to travel). Also helpful: the [preferred vendors and discounts](#) and [sales tax exemptions](#) pages.

- All expenses, including reimbursements, requisitions, and invoices, are submitted via [Workday](#). When [submitting expenses](#), simply search for your surname in the "Project" field to locate all your internal faculty funds, then select the desired one.

- It is important that you submit reimbursement requests / expense documentation in a timely manner after incurring them and within 30 calendar days at most. Please note that additional deadlines apply at the end of the fiscal year, which runs July 1 – June 30. If you do not submit documentation within 60 calendar days of when the expenses were incurred (for travel, within 60 calendar days of the dates the travel took place), [you will be taxed](#) on the amount approved.

- If you plan to use College funding to pay someone for a service (indexer, proofreader, etc.), do not pay the person with your own money and then seek reimbursement; we will not be able to reimburse you. Please review the College's policy on payments for [independent contractors](#) and instructions for [submitting invoices for payment](#).

Travel

- See the [Travel & Expense Reimbursement Policy](#) and the [Employee Expenses](#) page for information on per diems, mileage, car rentals, and more.

- Faculty are strongly encouraged to book all travel through our travel agency, Direct Travel,

either online or with an agent. Information on Direct Travel, plus additional information about air travel and car rentals, is available on the [Traveler Resources page](#).

- Please refer to the [International Travel page](#) for important information about preparing for international travel, including registering your trip with the College, to ensure that you are in compliance and fully covered by our insurance while on professional travel.

Equipment and Technology

- <u>All computer equipment and technology must be purchased through IT</u>. Do not purchase computers or related technology directly at an outside supplier unless explicitly directed to do so by IT staff. Direct purchases that were not authorized will be considered personal expenses and therefore ineligible for funding.

  o Start-up funds cover the initial purchase cost of office computing equipment for new tenure-line faculty: this process is managed by IT. Maintenance and replacement costs are covered by the College thereafter through the [Computer Allocation Process (CAP)](#).

  o Faculty funding may be used to enhance or upgrade IT-provided computers during the regular replacement cycle, or to purchase additional secondary components necessary for your work (e.g. a second monitor, a backup hard drive), if such purchases are made through IT. In most cases, funding may not be used to purchase a second computer.

  o Please review the [Faculty Computer Policy](#). Contact the [Academic Technology & Consulting](#) staff to discuss technology needs to support your teaching and scholarship; contact [Sarah Morgan](#), Technical Purchasing Manager for IT, to discuss any possible purchases.

- If you plan to use your funding to purchase lab or studio equipment or furnishings for your campus office, contact Mike Ranen (mranen@bowdoin.edu).

- Any technology, equipment, furniture, etc. purchased with College funding is the property of the College.

[i] Key Differences	Start-up	Research & Prof Dev	Endowed Chair
<u>Funding source(s)</u>	One-time sum from College administration at start of tenure-line appointment	May include PI indirects from external grants; post-tenure enrichment grants; chair / director grants; specific initiatives (e.g BASE advising) or special projects	Endowment that supports the named chair / professorship
<u>Continuing or annual</u>	Continuing: unspent funds carry forward each fiscal year	Continuing: unspent funds carry forward each fiscal year	Annual: allocation is fully replenished at the start of each fiscal year; unspent funds return to endowment at the end of the fiscal year
<u>Duration of funding</u>	First four years of appointment (i.e. typically through pre-tenure sabbatic leave)	No end date: available until spent or the faculty member leaves the College	While the faculty member holds the endowed professorship