

**M E M O R A N D U M**

**To:** Chairs, Directors and Administrative Assistants

**From:** Joe Kieleszewski, CLAS

**Subject:** Reminder--CLAS policy on unused balances from new faculty set-up, faculty retention, research stimulation, etc.

**Date:** October 28, 2008

As many of you are aware, when the college hires a new faculty member or provides a counter-offer to retain a faculty member, in some cases the V.P. of Research, Provost, Dean and the Chair of the department ends up contributing towards the package.

While it does not happen often, we do come across instances in which the faculty member leaves WSU for whatever reason and there is still a balance of these funds remaining in a departmental account (i.e., 17XXXX, 14XXXX, etc.). In these situations, the departmental administrator (i.e., ASO, Administrative Assistant, Sec IV, etc.) should notify the Dean's Office within 30 days of the faculty member's departure on any balance that is left over in their set-up or retention funds so that the funds can be returned to the appropriate unit that contributed to these accounts in the first place. The amount returned to each unit will be proportionate to the total amount that each unit contributed (i.e., if the V.P. of Research contributed 50% of the new faculty set-up, they are entitled to 50% of the remaining balance).

Some departments inadvertently believe that they can keep all of these unused funds which is not the case. Departments can only keep the "true I.C.R. overhead" that remains in a faculty member's ICR Index. They cannot however keep their remaining set-up funds, retention funds, research stimulation funds, etc. It is the responsibility of the departmental administrator (i.e., Administrative Assistant, ASO, Sec., etc.) to notify the Business Manager via an email in a timely manner of any of these unspent funds.

Thank you for your cooperation.

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