

T&L Departmental Practices and Procedures FY22

Dept. Practice Concerning:	Short Description
Computer Equipment	4-year rotation for staff & faculty ONLY. Requests for additional equipment charged to Faculty Spending Allocation (FSA) or other other faculty fund as appropriate. Total FY22 budget of \$30,000; max of \$2,000 per faculty/staff member
Exceptions to Univ. Policy	Requests under \$25 denied without review (exceptions apply)
Faculty Allocations	Up to \$750 per year for post-tenure faculty; Up to \$1,200 per year for pre-tenure faculty, not to exceed total FSA balance of \$2,000. Maximum carryforward of \$2,000 annually.
Funding Requests	Written proposals sent to Chair for consideration, with follow-up discussion if necessary.
GA Fund	Up to 4 years of funding from department/college-backed sources combined. Not applicable to extramural research/OSP funds.
International Travel Grants	Suspended for FY22 pending university travel guidance.
Lecturer Rates	\$4400 for Master Degree; \$5400 for PhD
Faculty Overloads	\$6,000 per 3cr course. Summer is counted as part of the academic year immediately prior. Faculty should report to Chair (for approval) and HR (for pay entry) no later than May for the forthcoming summer
Purchasing Strategies	Reviewed annually by admin team
Renovation Requests	Suspended for FY22. Emergency and/or essential renovations will be considered. Cosmetic changes charged to faculty funds.
Space Allocations	Faculty notified when vacant spaces are available; Staff offered space as necessary, per the Chair and Associate Chair. Lecturers & GA's share space as determined by the Office of the Chair. Visiting scholars offered space when available.
Special Medical Requests	Requests for furniture, equipment, etc. forwarded to HRG for review; documentation from physician required.
Staff Professional Development Support	Up to \$500 per person, per fiscal year. Requires proposal with FO, Chair, HR, and supervisor approval. Budget of \$7,500 for FY22.
Student Travel Grants	Up to \$300 per year processed through SFA, for up to 3 years. Priority given to those presenting at conferences, first-time applicants, and those who do not have additional sources of funding. Budget of \$10,000 for FY22.
Xerox Allocations	400 B&W copies from machine; 400 copies from computer - per semester. Requests for exceptions to be entered via eRequest; Chair requests written commitment to use electronic resources such as Canvas, e-mail, or issue to students as course packet for purchase.