

CHSS Startup Policy

Recruiting tenure line faculty with significant research potential and scholarly activities is highly competitive, and providing candidates with a reasonable startup package can be vital to positive outcomes. The dean maintains Faculty Startup org 103404 to supplement department resources, in order to provide funding for new faculty's transition to the university.

New office computer and accessories are provided separately through the dean's office and are not funded from the startup org. All such equipment is university property. Newly hired faculty typically have startup funds available for their first three fiscal years, and timing is specified in offer letters. Any spending limits by category are specified in offer letters. Categories are not fungible.

Typical costs covered by startup funds include:

- Travel to conduct research on site, such as appropriate libraries, archives, and field sites
- Travel to academic conferences and meetings (maximum \$1500 total annually)
- Wages research assistant for a limited time (must be hired as hourly employee and submit time sheets per Mason policies)
- Student wages
- Books, software and digital media related to research (maximum \$1500 total annually). Note that these are the property of Mason and not the faculty member.
- Computer hardware
- Copyright for images
- Professional dues and memberships
- Web hosting and domain registration

Occasionally, special arrangements are made to provide additional support. These are generally provided when there is an expectation for faculty to obtain future outside sponsored support. Examples include:

- Summer salary support (1 month max typically, in order to apply for external funding, specifically documented in the offer letter)
- Major scientific equipment and supplies
- Lab or Center space and/or equipment
- Participant support

Faculty Startup funds are not considered personal compensation and cannot be used to supplement a faculty member's academic year salary or to cover personal expenses (except for relocation as specified in the offer letter).

These specific categories of expense are explicitly NOT available using dean Startup funds:

- Classroom materials
- Travel support for individual other than the new faculty member (ie; cannot be used to provide conference support for graduate students or others)
- Printers, fax machines, office equipment
- Ipads, cameras, cell phones, other electronic devices, unless specifically included in offer letter or subsequently approved by the associate dean for research

- Gifts, donations, any costs unrelated to faculty research or scholarship activities
- Visa fees
- Book subventions

Faculty will follow all Mason purchasing guidelines and will coordinate all expenditures with their department/program administrative staff.

Startup funds are investments by the College of Humanities and Social Sciences in the research and professional careers of its faculty. A faculty member who chooses to resign from the university, upon accepting the new position, is no longer authorized to use Startup funds.

Revised July 1, 2018