

EXHIBIT A
PROCEDURES FOR APPROVING AND SPENDING FACULTY
START-UP FUNDS AND INSTITUTIONAL SUPPORT FUNDS

- I. Faculty Start-Up Funds:
 - a. If faculty start-up funds will be offered to a newly hired faculty, the hiring unit must prepare a list of costs from all sources to be included in the start-up package.
 - b. The hiring unit dean will consult with the Office of the Provost and obtain approval of the start-up package before an offer letter is issued.
 - c. Facilities-related costs for new faculty need to be discussed by the hiring unit in advance with the Office of Facilities Development and approved by the Office of the Provost prior to inclusion in the offer letter.

- II. Relocation reimbursements:
<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=2044455>

- III. Procurement of durable assets, supplies and other goods/services.
<http://www.american.edu/finance/controller/PC-Policies-Procedures-and-Guidelines.cfm>

- IV. Travel Expenses
<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=2676033>

- V. Use of faculty support funds for research personnel.
 - a. Faculty must submit a request in writing to the teaching unit head or the unit dean describing the research activity and the need for hiring research personnel.
 - b. Unit dean's approval of the request is required for faculty support funds included in the unit's operating expense budget or internally designated funds.
 - c. Approval from the Office of the Provost is required when hiring research personnel or paying faculty's summer salary during the temporary transition period out of faculty start-up funds.
 - d. Faculty start-up funds, used for salaries and wages are taxable compensation to the recipient.

- VI. Contacts:
Questions regarding these Policy and Procedures may be referred to:
Office of the Provost
provost@american.edu
(202) 885-2127