

GUIDELINES

NEW FACULTY START UP DISCRETIONARY FUNDS

The College of Liberal Arts provides funds for the discretionary use of new faculty as part of the individual's appointment.

The funds are to be used to further the individual's research agenda and professional development. Funds are not to be used for infrastructure costs. Items purchased remain the property of CSULB, not the individual.

All expenditures are subject to College fund expenditure due dates. Due date information is issued early in the Fall semester.

Allowable Items: (Note: Items purchased remain the property of CSULB)

Travel

Memberships in professional societies or organizations

Journal subscriptions

Equipment pertinent to the individual's research (for example, computers, recording equipment, lab equipment).

Note: all technology purchases (computers) must be pre-approved by Technical Services, x54572.

Books and other media pertinent to the individual's research

Items not allowed:

Office furniture

Office décor (for example, posters or photographs)

Membership in personal organizations, such as alumni associations

DEPARTMENT RESPONSIBILITY:

The individual's home department is responsible for providing office furniture. The department is also responsible for providing a printer, printer supplies, and paper.

If expenditures exceed the allocated amount, the over expenditure becomes the responsibility of the individual faculty member's department.