COLLEGE OF ARTS & SCIENCES

TEXAS TECH

College Operating Policy and Procedure

CAS OP 2.4: Allocation of Startup Funds for Faculty Salary Support

DATE: July 17, 2026

PURPOSE: The purpose of this College Operating Policy/Procedure (COP) is to establish guidelines for the allocation and approval of faculty startup funds with respect to salary support. These requirements are intended to ensure accurate financial planning in startup fund usage, ensuring consistency, sustainability, and alignment with institutional priorities and policies. This policy applies to all faculty startup funding arrangements originated and administered within CAS.

POLICY/PROCEDURE:

I. Principal Investigator (PI) Summer Salary Cap:

a. For startup packages that include summer salary support for the Principal Investigator (PI), summer salary support is limited to one month per summer.
b. This support may be provided for no more than two summers within the startup period.

II. Restriction on Conversion of Startup Funds to Summer Salary:

a. If monies were not originally allocated as such, startup funds are not to be converted to faculty summer salary support.

III. Budgeting Requirements for Personnel Salary Requests:

a. All requests involving personnel salary support from startup funds must account for associated personnel costs as follows:
    i. Postdoctoral Researchers: Salary requests must include applicable fringe benefits.
    ii. Graduate Students: Salary requests must include fringe benefits as well as cost of tuition and fees.

IV. Implementation:

a. These directives apply to all new startup agreements and to any future allocation decisions of existing startup funds, where feasible.
b. Departments are responsible for ensuring compliance with this policy in coordination with college leadership and financial administration.

V. Exceptions:

a. Departments may petition the Dean of CAS for allowable exceptions to these guidelines, provided they do not contradict University Operating Policies.