

New Faculty Hire Package Guidelines

Start-up request negotiations must be for an individual; requests will not be considered for positions. The [FY 2019](#), [FY 2020](#), and [FY 2021](#) start-up forms are linked here along with a [checklist of documents](#) to be included in the start-up package. The appropriate form and required addendum information must be completed and routed for approval and signatures **prior** to sending a faculty offer.

Packages will route first to College Dean's Office for review/approval – please consult with your College about your in-house process.

The College will send the completed package to the Office of Research and Innovation. The package can be emailed to startup.vpr@ttu.edu or delivered through campus mail. After review, OR&I will forward the package to the Division of Diversity, Equity, and Inclusion (DDEI) if a commitment is requested. DDEI will forward the package to the Provost for review and approval of the offer letter and financial commitments. The Provost will send the signed package to OR&I for processing.

Please note that all centrally requested equipment (HEAF) should be split equally across the VPRI and Provost Office lines. For example if an equipment (HEAF) request would have been \$6k to the OR&I prior, please apply \$3k to each line. No other funds are available from the Provost's office.

Because 11B176/CRSF funds allow the University to save on fringe benefit costs, 11B176 funds in startup packages should only be used for salary costs. Should the new faculty member wish to transfer student or postdoctoral salary budgeted in a startup package into another expenditure category (e.g. equipment, supplies, etc.), department business managers should contact the College Business Manager who will coordinate the request, obtain Dean or Associate Dean for Research approval and forward on to OR&I finance group for consideration/approval. If approved it will require a trade of 11B176 funds for another fund type.

All packages must include a justification statement with a categorical breakdown of all funding requested by fiscal year. Salary must be broken out into salary type needed: Faculty, Graduate Student, Research Assistant, or Other Salary. Due to the nature of the start-up funding source, the justification statement should include a statement as to **how the request meets the directive of promoting increased research capacity** at Texas Tech University. Additionally, the OR&I and Provost Office start-up funding sources are state-restricted which limits request consideration to those compliant with the State of Texas and Texas Tech University expenditure guidelines.

Please note that all start-up allocations are for the individuals for whom they were requested. Any start-up distributions not being spent for the requested individual or for an individual who was recruited unsuccessfully must be cancelled as soon as possible by notifying all parties and returning any distributed funding.

Except for instances where an extension of the tenure clock has been granted, requests to carry startup funds forward beyond the third or final fiscal year must be made in writing to your Dean or Associate Dean for Research for support and approval. Upon approval, the College or Department Business Manager will coordinate and forward the request to the Vice President for Research and Innovation (VPR&I) for approval. Notification of the request will be sent to the Chief Financial Officer. The justification of the requested carry forward must be linked to specific activities or objectives that bear on research success and productivity. Generally, only carry forward requests of a modest size will be approved.

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