

Disposition of Institutional Support Balances upon Faculty Resignation

Date: December 20, 2006

Number: 1.520

Status: Final

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Applies to:

Any faculty member in the School of Medicine who has a balance in his or her institutionally funded start-up or retention account and has announced his or her intention to leave the School of Medicine, regardless of the reason.

Reason for Policy:

This policy clarifies how school-funded start-up packages are managed once a faculty member has announced his or her intention to leave the School of Medicine.

Policy Statement:

A department will notify the dean's office when a faculty member announces his or her intention to leave the School of Medicine. The dean's office will consider start-up or retention funds remaining in the departing faculty member's account as frozen from the date of notification; and these funds will revert to the dean's office unless approved for use as follows:

If the department chair wishes the faculty member to continue to have access to the start-up or retention funds, the chair will send the dean a plan that describes how the remaining funds will be used and how the expenditure will benefit the institution, including a justification for paying existing commitments against the account. The departing faculty member may not make any additional expenditure from the start-up account unless the chair receives the dean's written approval. The department is responsible for any unauthorized expenditure of residual faculty start-up funds.

Next Scheduled Review: December 2009

Revision history: This is the first version of this policy.