

Case Western Reserve University
College of Arts and Sciences

NEW FACULTY START-UP CHECKLIST

This form is to be submitted to the dean's office when a finalist for a tenure-track faculty search has been identified. Figures should be compiled in consultation with the candidate, department chair, and the dean, and should be as accurate as possible. Final approval will be issued by the dean. The purpose of startup funding is to make the faculty member competitive as soon as possible by defraying the cost of items indispensable to be competitive. Startup funds expire at the end of the last year of provision listed in the faculty member's letter of hire, although a petition for extension, with justification, can be submitted to the dean

Candidate's Name: _____

Expected Start/Arrival Date: _____

Department: _____

Building: _____

Office Room No.: _____

Lab Room No.: _____

Date of Expiration of Startup Funds: _____

I. FIRM STARTUP COSTS

Note: It may happen that estimates in the categories of support, office needs, office / laboratory space, renovation, and miscellaneous exceed actual needs, as when office equipment the college owns becomes available unexpectedly for use, or when costs for renovation are less than estimates. Excess funds in one category are not available for use in another category without approval from the dean of a request with justification for the increase in a different category.

<u>Support:</u>	<u>Circle One</u>	<u>Length of Time</u>	<u>Estimated Cost</u>
Research Personnel	Y N	_____	_____
Graduate Assistants	Y N	_____	_____
Stipend	Y N	_____	_____
Tuition Waiver	Y N	_____	_____
Travel & Research Fund	Y N	_____	_____
Additional (specify on a separate sheet)			

<u>Office Needs:</u>			
Computer	Y N		_____
Printer	Y N		_____
Desk	Y N		_____
Chair	Y N		_____
Guest Chairs	Y N		_____
Bookcases	Y N		_____
Bookshelves	Y N		_____
File Cabinets	Y N		_____
Telephone	Y N		_____
Network	Y N		_____
Air / Heat	Y N		_____
Lighting	Y N		_____

Painting	Y	N	_____
Carpeting	Y	N	_____
Other / Misc	Y	N	_____

Office / Laboratory Space:

Amount of Space Needed

Laboratory (identify building/room, if possible)	_____
Research Office (identify building/room, if possible)	_____

Renovation:

Circle One

Air / Heat / Temperature Control	Y	N	_____
Electrical Power	Y	N	_____
Lighting	Y	N	_____
Plumbing	Y	N	_____
Hoods	Y	N	_____
Shelves	Y	N	_____
Benches	Y	N	_____
Equipment	Y	N	_____
Other / Misc	Y	N	_____
Total Renovation Costs			_____

Miscellaneous:

Internal Moving Costs (<u>not</u> relocation expenses)	Y	N	_____
Library	Y	N	_____

Total Firm Start-Up Budget**

Budget Breakdown by Year:

AY _____	\$ _____
AY _____	\$ _____
AY _____	\$ _____
AY _____	\$ _____
AY _____	\$ _____
AY _____	\$ _____

Total Firm Start-Up Budget**

\$ _____

****These figures must match**

Comments and Explanations – attach separate sheet

II. CONTINGENT STARTUP COSTS

Are there any additional contingent commitments of startup funds? What are they? What are the contingencies?

III. NOTE ON SUMMER SALARY

Commitment to provide summer salary for a period is always a backstop commitment, contingent upon robust good-faith efforts of the faculty member, as judged by the dean, to secure that salary from extramural sources for each period. To the extent the candidate is successful in securing external funding for that period, the commitment is considered fulfilled and the college-provided start-up funds will not be provided.

Submitted by:

Signature of Department Chair

Date