Faculty Recruitment & Start Up Cost
Process Overview

Who is impacted:
Any academic college & organization planning to hire new faculty members with or without startup costs. Office of the Provost and SVPHS will review with colleges during the spring All Funds meetings.

Why is this important:
To provide high level and aggregated data on faculty recruitment plan and associated startup costs.

Timeline & Process Considerations:

<table>
<thead>
<tr>
<th>Type of Cost</th>
<th>Module</th>
<th>Begin Date</th>
<th>Who Submits</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Labor</td>
<td>Labor</td>
<td>01-09-2023</td>
<td>Department</td>
<td>02-10-2023</td>
</tr>
<tr>
<td>Startup Costs</td>
<td>Op Budget</td>
<td>01-09-2023</td>
<td>Department</td>
<td>02-10-2023</td>
</tr>
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</table>

Other Resources:
Planning Website & All Funds Planning Calendar
For questions on how to use the Budget & Planning System, please contact your Budget Analyst.
For faculty plan questions please contact the leadership team in your college.

Updated October 2022
These are general guidelines to provide some examples and screenshots on how to use the Labor Planning module for the faculty recruitment plan. The module allows some flexibilities for the units to plan as detailed or as high level as needed.

If specifics are unknown, use general terms and estimates.

**Employee Name:**
New Fac Rec Hire - Dept/College name

**Position Description:**
Either Asst or Assoc Faculty. Asst/Assoc Faculty, if not sure

**FTE:**
Enter 1+ for multiple positions

**Start Date:**
Estimate date as best you can

**Salary:**
Use an Average Salary (factor in how many FTE you input for this new position)
Once the position is saved, you can edit the position card to update funding source or adjust pay with a merit, market or equity adjustment.

Once input has been completed in the Labor Module, the payroll and ere data will display in the Personnel Expenditures section of the Operating Budget Module by Organization and Planning Fund.
Should the new faculty require start-up costs, you can plan these costs in the Operating Expenditures section.

Check with your college to confirm their process for requesting new funds. If your college uses the Budget Request Module, then use the Budget Request Training Slides for additional resources.

The Budget & Planning System also has a report “Funding Org Position Planning Budget” which can be run for multiple organizations to help summarize faculty data.