
CAS POLICY: ACADEMIC SUPPORT ACCOUNTS

DESCRIPTION:

Academic Support Accounts (ASAs) are made available each year from central resources of the College of Arts and Sciences to promote the activities of tenure related faculty as they fulfill their academic mission.

PURPOSE:

This policy sets forth the principles governing ASAs administered by the College of Arts and Sciences. They are established in support of the activities of individual tenure related faculty to enhance instruction, research and other scholarly activities and services at the University.

WHO:

College of Arts and Sciences tenure-related faculty and staff.

EFFECTIVE DATE(S):

07/01/2010

POLICY:

Each year the Dean of the College of Arts and Sciences determines the amount of funding available to allocate to individual ASAs. They will be funded for eligible individual faculty in equal amounts. Eligible faculty include all tenure related (tenure-track or tenured) faculty holding the rank of Instructor, Senior Instructor, Assistant Professor, Associate Professor, or Professor with appointment of .50 FTE or above for the fiscal year in which the allocation is made.

Unexpended balances remaining at year end in individual ASAs of up to \$6,000 will automatically be carried forward into the next fiscal year. Balances above \$6,000 will be carried forward into the next fiscal year by special request only approved by the appropriate Associate Dean.

Retired faculty who participate in the tenure reduction program may expend any balances in their ASAs remaining at the time of their change in status. The time period during which they may expend the remaining balance extends to the eligibility for 600 hour appointments. However, they are not eligible to receive any additional allocations.

Faculty who lose their eligibility and do not participate in the tenure reduction program forfeit any balances remaining in their ASAs at the time of their change in status. Remaining balances will return to the central ASA fund.

ASAs are not available to fund salary augments to any UO faculty member or expenses that would be considered in support of typical departmental operations.

PROCEDURES:

The CAS Dean's Office will transfer a set dollar amount each year per faculty into indices and activity codes assigned to individual faculty. The annual amount is currently set at \$1,500. Any other budget adjustments to individual ASAs are strongly discouraged and must be approved by the Sr. Associate Dean on an exceptional basis.

All transactions for ASAs must be coded with the proper index and activity code. Joint purchases by faculty may be handled at the time a purchase requisition is made by properly coding the indexes and activity codes to be charged.

Expenditures in any given year may not exceed available funds.

SPECIAL CONSIDERATIONS:

All state, university and college travel and purchasing guidelines and procedures, including price agreements, apply. This includes the requirement to capitalize purchases of equipment \$5,000 or more, and adherence to state guidelines regarding the use of state property at off-campus locations.

Equipment, books and other supplies purchased with ASAs remain the property of the UO. This includes purchases which combine funds, and applies even if the majority of funds are from another source, such as a faculty's personal income. Costs for purchase of equipment will be paid directly to vendors and will not be reimbursed directly to faculty.

Accounts at the UO Bookstore: Individual faculty members will have accounts established at the UO Bookstore. The Bookstore will charge individual ASAs for purchases from these funds, eliminating the need for faculty to have a purchase order. The U of O still has price agreements with outside vendors. If they offer a better price, they must be honored.

APPEALS PROCESS:

In the event that a faculty member believes that the above procedures should not apply to a specific situation, an appeal process is available. To request an exception to the stated policy, an individual must request an exception in writing to the appropriate Associate Dean.