

Revised By	Last Revision Date	Next Revision Due
Office of the Provost	September 22, 2025	Summer 2026

Faculty Startup Funding Guidelines

Overview

Faculty startup funding is critical to the recruitment and retention of new tenured/tenure track faculty members. These dedicated funds allow new faculty members to begin pursuing research endeavors that not only align with the faculty member's interests but also elevate the research capacity of Texas A&M University-Corpus Christi. The purpose of these funds is to help faculty establish their research at TAMU-CC with the intention of ongoing funding being secured through grants, contracts, and other sources. This document outlines the process for estimating and allocating funds for startup needs, as well as the approval process for such allocations.

Full-time tenure/tenure track faculty members are eligible to receive startup allocations from the Office of the Provost in addition to funds allocated by the academic unit. Every academic unit should ensure they follow faculty startup funding guidelines as outlined by the Office of the Provost.

Startup Funding Process

Startup Estimation

The startup funding estimation is for budgeting purposes and allows the Office of the Provost to determine overall funding commitments by fiscal year. All estimations should include the amount the academic unit anticipates committing for the faculty member's startup as well as the anticipated requested commitment from the Office of the Provost.

Academic units are responsible for submitting the startup funding request prior to the recruitment phase of a vacant pin. Every academic unit is required to submit the initial startup estimation when submitting a faculty search request for a vacant position. These documents should be emailed to the academic business affairs team (academicbusinessaffairs@tamucc.edu) for final approval by the Provost. As a reminder, faculty search requests are due by July 1 of each year for searches to be conducted in the following fiscal year for hire in the subsequent fiscal year. For example, faculty search requests and startup estimations submitted by July 2025 are for searches starting September 2025 with hire intentions of August 2026.

Startup Package Negotiation

All tenured/tenure track faculty applicants are required to submit a research/creative activities statement. Research statements should be submitted along with the CV, letter of interest, and any other required documentation at the time of application.

The research/creative activity statements will be utilized to tailor on-site visits with candidates. The statements will help academic units determine the need for facilities walkthrough with



Administrative Operations to discuss research space and needs. The academic unit must coordinate with Administrative Operations to complete a walkthrough of current facilities and recommended research space with candidates. The walkthrough will help Administrative Operations understand the research needs of the candidate. Further, Administrative Operations will be able to determine if the requested modifications can be completed in a timeframe and cost so that it does not delay the faculty member's research.

When a finalist is selected, the itemized negotiated startup package should route from the academic unit to Administrative Operations and Office of the Provost for final review. Administrative Operations will provide feasibility of the facility to meet the needs of the space and equipment request. If there needs to be modifications to the facilities, Administrative Operations will provide suggested recommendations, rough costs, and a timeline. Any proposed modifications/renovations to existing facilities that are requested to accommodate the faculty candidate, and their research should be included in the list of startup commitments. Funding for the modifications needs to be secured prior to extending a startup offer to a finalist.

Startup Offers and Notice of Appointment

Startup offers to candidates can only begin once the hiring proposal has been fully approved. Once it has, the academic unit dean/director will receive notification that they can offer the position to the finalist. At this time, the academic unit dean/director should present the finalized startup offer to the candidate. For startup offers over \$10,000, the academic unit should prepare an offer that is tailored specifically to the finalist as presented in the startup package negotiation and facility feasibility. Also, the offer should highlight a list of existing facilities and equipment that can support the faculty members' research along with the value of items.

When the finalist provides a signed notice of appointment (NOA), the academic unit should submit a Project Initiation Request (PIR) to Administrative Operations, if facilities modifications are requested. This will enable the university to commence modifications ahead of the new faculty's arrival or receipt of research equipment. Any modifications necessary will follow the PIR process.

Funding Types

Research endeavors can be costly, so the university allocates approximately \$750,000 toward startup each year. While this number remains static, startup funding remains a shared commitment between the academic unit and the university. An academic unit will try to allocate funding for startup within their own budget.

Various funding sources are used to support startup costs, and each source has unique restrictions and requirements. Academic unit business personnel are responsible for ensuring that all restrictions and requirements are being followed and for providing guidance to new faculty and department chairs.

Funding Duration and Expiration

A startup request can span up to three years of funding from the Office of the Provost. For years one and two, all costs, with the exception of specific personnel, can be requested. For years two and three, requests for postdoctoral research assistants/associates or similar positions can be requested. Additionally, startup fund commitments from the Office of the Provost will only be committed by fiscal year. For faculty members who start in the middle of a fiscal year (January), their startup funds will be allocated to the following fiscal year (i.e., 9/1/2026).

Each startup faculty member has two years to spend their funds, with the exception of personnel as noted above. The first-year funds will roll over to the second year. Extension requests are not necessary. Upon the conclusion of the second year, all remaining funds expire. If a faculty member separates from the university, any startup funds remaining/committed will be returned to the Office of the Provost. The unused funds will be distributed in the following manner:

Unused funds in 282656 accounts

- 100% will be returned to the University account to support the campus community.

Unused funds in 160998 accounts

- 50% will be distributed to the Office of the Provost HEF account to support activities that promote increased research capacity at TAMU-CC.
- 50% will be returned to the University's HEF account to support deferred maintenance throughout the campus community.

Fund Management and Responsibilities

As a state agency, there is a shared commitment to financial stewardship. In order to achieve this, there will be several mechanisms in place to ensure funds are spent appropriately, in a timely manner, and within established controls.

The Office of the Provost Responsibilities

The Office of the Provost through the academic business affairs team will oversee the overall startup budget, designation of base startup account, distribution of funds, and return of unused funds. At the start of each fiscal year (August), the Office of the Provost will provide updated guidelines to academic units, updated forms to utilize in the upcoming year, and guidance related to which base account to use for each faculty's startup (14X415, 282656 or 160998). To ensure financial solvency, the Office of the Provost will ensure accounts are balanced and expended appropriately in an effort to not leave any funds. This may result in swapping transactions from one account to another.

To ensure expenditure of funds, the Office of the Provost will require updates on startup funding at two points of the year (December and May). At both points, academic unit business personnel should provide updates on non-expended startup funds. These updates should include a plan for



using startup funds, including documentation (quotes, position review forms, etc.) where applicable.

Academic Unit Responsibilities

Startup Account Setup

**This only applies to accounts of which the Office of the Provost is the funder.*

The academic unit is responsible for setting up individual support accounts under these base accounts and provide them to the Office of the Provost in a timely manner. Support accounts for each faculty's startup funding will be numbered in a manner which allows the 2nd and 3rd digits of the support account to indicate the year in which the startup funds expire (example 282656-12665 expires in FY2026). Academic units should communicate with Accounting Services to set account attributes as follow:

End date: 2 years from the start date. E.g. start date: 09/01/2026 so end date: 08/31/2028.
Year End Process: F

Accounts not adhering to the above guidelines will not be funded until corrected and/or accounts may need to be deleted and re-created. Further if accounts are not provided to the Office of the Provost, then funding may be delayed to the faculty member.

Orientation of New Faculty Members

It is the responsibility of the academic unit head (dean/director) and department chairs to ensure each new faculty member understands the importance of using their startup funds as intended, before the end date; the best practice would be to include this date in the negotiated agreement/offer.

The business personnel of the academic unit are responsible for assisting faculty with spending, account fiscal management, and procedural or process guidance related to purchasing and travel. In addition, faculty candidates should be aware of the process related to export control compliance. Academic units should help faculty members ensure that all purchases related to their faculty startup funding are compliant with export control rules and regulations. The Office of Risk, Ethics, and Compliance will review equipment purchases, which need export control review and will require justification/description of items.

Startup Balance Report

To ensure financial stewardship, each academic unit should prepare a balance report to be shared with the Office of the Provost in December and May of each fiscal year. The balance reports should provide information from faculty members on their commitment to expend funds as evidenced by quotes, position review forms, or other documents. The balance report will be especially important for those faculty members who are approaching their year two funding deadline.



Return on Investment Reporting

At the conclusion of the startup package timeline, a Return-on-Investment report is required for each faculty who received startup funding. Each academic unit is required to provide the Office of the Provost with the necessary data to complete this report. The Office of the Provost will consolidate the data and create a master report which will be shared with the President, Vice President for Finance and Administration, Executive Vice President for Research & Innovation, and other stakeholders as deemed appropriate.