



UNIT POLICY

SCHOOL OF MEDIA AND JOURNALISM

POLICY ON USE OF ALLOCATED PROFESSORSHIP FUNDS

Introduction

PURPOSE

Professorship endowments support the retention of the school's best teachers and scholars. This policy is to inform how the amount allocated to the professor for MJ-school related research/creative activities, teaching, and service support, may be used.

SCOPE OF APPLICABILITY

This policy applies to professors who hold either term or distinguished professorships in the School of Media and Journalism.

Policy

POLICY STATEMENT

The Dean has discretion on determining the use of all professorship funds, including allowing a carryforward of allocated funds.

At no time should a professor's expenditures exceed the amount of the annual allocation and any carry forward of funds from a prior year.

Professorship funds may not be transferred out of the professorship source.

Access to professorship funds ends when the term of the professorship ends (term professorships only), or when a professor resigns or enters into full retirement.

Professors will receive a monthly report on their professorship allocation from the school's accounting office. The Dean will receive a copy of this report as well.



Issuing Unit

Responsible Unit Officer(s)

Allocated Professorship Funds Usage Guidelines

- Allocated funds may be used to hire visiting scholars, professionals, independent contractors, fellows, students, and for program support.
- Allocated funds may be used for speaker expenses for classes or special activities.
- Allocated funds should be used for a professor's expenditures before using school funds.
- All transactions must adhere to school and University spending guidelines, including purchasing through appropriate UNC channels.
- Technology purchased with allocated funds must be purchased through our school IT department.
- Items purchased using allocated funds remain the property of the school.
- Travel on allocated funds must be pre-approved by the Dean; correct forms signed by the Dean are required.
- Payment of temporary wages with allocated funds must include associated fringes.
- Expenses that may be reimbursed with allocated funds include, but are not limited to:
 - Academic and professional journal subscriptions and expenses
 - Academic and professional books
 - Dues to academic and professional associations
 - Travel to academic and professional conferences
 - Support for MJ-school students and student organizations
 - Professional licenses
 - Fed Ex, postage, UPS
 - Office equipment and technology
 - Business meeting expenses, including meals, for faculty, staff, or students
 - Website hosting and technical support for school related work
- UNC does NOT reimburse for home office expenses (phone, internet, space).
- Allocated funds may NOT be used for course buyouts.
- Allocated funds may NOT be used to pay a professor's summer salary or overloads.



Issuing Unit

Responsible Unit Officer(s)

Related Requirements

The University Acceptable Use Policy applies to all equipment purchased with Allocated Professorship Funds including in for use in home offices.

School technology purchase link: <https://mjhelp.web.unc.edu/technology-guidelines/>

Contact Information

POLICY CONTACT(S)

Interpreting this policy: rachel.pittman@unc.edu (on behalf of the Dean)

Technology purchases: help@help.mj.unc.edu

Other purchases, travel, and monthly reports: mjbusinessoffice@unc.edu

HR and hiring: deb_mclaughlin@unc.edu

Important Dates

This policy is effective July 1, 2018.

Approved by:


Susan R. King

Dean, School of Media and Journalism


Date