A POLICY ON DISPENSING DEPARTMENTAL FUNDS FROM GIFTS AND ENDOWMENTS

Departmental gift and endowment funds should be spent, unless otherwise restricted by the terms of their donation, at the discretion of the department to support collective or individual teaching, research or other activities consistent with the mission of the University. Departments must record procedures that describe how those allocations will be made, and the Office of Academic Affairs must approve those procedures. An approved procedure must, in particular, include provisions by which a record of expenditures is maintained. Approved procedures need be resubmitted to the Office of Academic Affairs only when substantive changes in their content or application are under consideration. Copies of the records of expenditure should, nonetheless, be part of the annual documentation of how the funds were spent during each academic year, and that report should be submitted to the Office of Academic Affairs by June 30th of every year.

Payment from departmental gift and endowment funds that supplement the regular annual salary of any Wesleyan employee must receive the prior approval of the vice president for academic affairs.

Payment to faculty for summer salary is allowed under this policy, subject to the annual limits imposed by the University Policy on Extramural Summer Compensation. Summer compensation to faculty in support of research requires prior approval by the vice president for academic affairs, who will evaluate all requests in terms of how the moneys will contribute to progress on a specific research initiative in the context of external funding opportunities and long-term research initiatives. Any request for summer compensation in support of research from gift or endowment funds should, therefore, include a brief description of the activity to be undertaken and some discussion of how it fits into the larger picture of individual or departmental research programs. Requests for summer compensation in support of teaching and other service in excess of a faculty member’s annual salary require similar approval by the vice president for academic affairs. Requests in these areas will be evaluated in the context of the department’s evolution and improvement, so requests should include a brief description of the activity to be undertaken and its connection to the larger picture of departmental needs and aspirations. Brief reports of progress derived from summer activity that was underwritten by departmental gift or endowment funds will be submitted to the Office of Academic Affairs by October 30th of each year.
Dispensing Departmental Funds from Gifts and Endowments

Any equipment purchased by departmental endowment or gift funds will be the property of the department.