

## HFA START-UP INFORMATION

The department chair should discuss the start-up package with the Dean before submitting the formal request with the appointment case. Please note:

- **Categories are not interchangeable (i.e. you cannot use funds committed to one category for another without prior approval).**
- **Under no circumstance should financial commitments from HFA be made to the candidate without the Dean's express written permission.**
- **It is understood that all expenditures will be in accordance with UC Policy.**

**Equipment:** research related equipment -- usually computer equipment but can entail other items such as special software

**Recruitment Allowance:** To be used for costs associated with purchasing a home. Current maximum is **\$68,700** per Table 40 of the UCSB salary scales. There is no expiration date on use of these funds. Faculty cannot get their recruitment allowance until they are employees and have been entered into the payroll system and **should not expect payment until the first scheduled check date associated with their appointment.** Exceptions to this policy cannot be made and the appointment start date cannot be modified to accommodate payment. Recruitment allowances are considered wages for Federal and State tax reporting and withholding, Social Security taxes, workers' compensation, and unemployment insurance. The faculty member should consult with Payroll/Accounting if they wish to adjust their W-4 form specifically for the payment of the recruitment allowance.

**Removal:** For actual expenses associated with a single household move from one location to UCSB, within policy per [RB I-20](#). Current maximum is **\$10,000**. Exceptions must be requested to: a) exceed the \$10,000 maximum (must include an estimate from a moving company, b) move from more than one location or for a staged move, and c) to include any items not covered as allowable removal expenses as outlined in RB I-20.

**Space/Renovation needs:** Contact Julie Cunningham, Assistant Dean for Space Planning, for estimates if renovations are involved.

**Summer Salary:** Please note commitments will be made in **exact dollar figures** per summer rather than in 9ths, and must be **used within 5 years** of the appointment date. The total amount committed **will not increase if the annual salary increases** before summer salary is paid out. **In the event that a candidate wishes to buy a home, s/he may request that the summer salary be paid out during the same summer in order to use it as part of his/her down payment.**

**Other:** Research, travel funds, OISS H1-B1 and Permanent Residency fees, programming funds, etc.

**Housing:** Could include: a) Mortgage Origination Program (MOP) loan (the actual amount of the loan based on qualification criteria as determined by the University); eligibility will last for 2 years from the appointment start date (extensions can be requested every year thereafter from the Associate Vice Chancellor); b) University sponsored rental housing when available (Assistant Professor and LPSOE level appointments only); c) placement on the for purchase housing priority list for Campus Housing.