

SUPPORT FOR TEACHING AND RESEARCH (STAR)

Policy Guidelines

Purpose: The STAR system was initiated to provide faculty with a sufficient and predictable amount of funds to effectively accomplish their research and teaching activities while serving as a member of the Olin Business School. Annual STAR allocations allow faculty to make individual decisions about how funds are utilized, and provides incentives to use the resources as efficiently and effectively as possible to the mutual benefit of the faculty member and the Olin Business School. All decisions on use of STAR funds must be within the guidelines outlined herein, and all expenditures must be in accordance with general University expense and purchasing guidelines (see <http://purchasing.wustl.edu>).

A. General Policies

Budgeting

A base allocation will be given each year to faculty via the Budget Planning Form as determined by the Dean's Office as part of the annual review process. The Budget Planning Form has been designed to take into consideration past STAR system performance and historical data and will be completed by the Dean's Office and provided to the supported faculty. There will be two supplemental funds granting periods per year, one in spring for the upcoming fiscal year and one in November for the current fiscal year. Additional funding can be requested by submitting a *Supplemental Funds Proposal* form before the announced deadline. An anonymous faculty review committee, under the direction of the Senior Associate Dean of Faculty, will evaluate the proposals and fund those that are deemed most appropriate and productive, while remaining within the overall supplemental budget. In addition, faculty will be given a dedicated teaching component each term at the rate of \$9 per student per semester (\$4.50/per mini) based on 4th week enrollments. Faculty members teaching BSBA core courses will receive \$18 per student (or \$9/per mini).

Control

Funds in the individual faculty member's STAR account may be utilized for any expense that supports teaching or research and fits within the Washington University operating and purchasing guidelines and the policies established in this document. Funds are totally fungible across budget categories, and up to \$10,000 may be carried forward from year to year. One can, therefore, make meaningful choices regarding resource allocation and accumulate funds for a planned major expenditure. Any supplemental funding provided may be designated as non-fungible or non-carry forward at the discretion of the supplemental funds committee and/or the Senior Associate Dean of Faculty. Deficit balances that occur will be applied to the following year's allocation. However, since this is not possible for faculty members who are not returning, Olin will continue to provide access to all services to terminating faculty members with the expectation that the overdraft amount will be reimbursed. Any faculty member leaving the University will be expected to act fairly and prudently in expending University funds from their STAR account prior to leaving. Once it is determined that a faculty member will be leaving the University, expenditures in excess of \$500 from the residual balance in the STAR account must be approved by the Dean's office.

Expenditures

In general, any item for which the School incurs a legitimate employer or employee expense in support of faculty teaching and research will be charged to the STAR account. Since both teaching and research are important in annual reviews, it will be up to individual faculty to decide where and how to spend. Although teaching expenditures and balances will not be reported separately, Olin is committed to teaching excellence. Accordingly, faculty are responsible for spending supplemental teaching funds in support of teaching.

All requests for expenditure of STAR funds must be submitted to the Olin Accounting office for processing. (Please note that faculty support will assist with submitting expenditures and can answer questions regarding STAR expenses in most cases.) Travel expense reports should be submitted per University policy.

Typically, most expenditures (subscriptions, membership dues, prepaid books, convenience purchases not involving travel, registration fees due by a deadline) will be reimbursed by check request once the original receipt has been submitted for payment, and should include payee, purpose, account number, and signature. Please note that Washington University is exempt from sales tax. Faculty support can assist you in purchasing equipment and supplies through channels that avoid sales tax. Please consult faculty support prior to any major purchase so that sales tax can be avoided. If this procedure is not followed for major purchases, it will be necessary to exclude the sales tax amount from the reimbursement. Approval signature authorization must be submitted by the STAR account holder to the Accounts Payable department on a signature card in order for the faculty support to approve expenditures on the behalf of faculty. Details of what can and cannot be charged to the STAR system are included in this manual.

Computing

The first year a tenure or tenure-track person joins the faculty an incremental allocation will be provided so that they can establish an office computing environment. Information about Olin's computing standards and how to request a standard computer purchase can be found on our web site at <http://olinwustl.campusgroups.com/ois/welcome/>. If you request a computer that is not one of the recommended systems, there may be limits to the level of support provided by Information Services and may be excluded from any buy-back programs. Loans are available for computer purchases under the terms outlined in the Assets section below.

Visiting faculty and lecturers are provided a standard PC by Olin at no cost. Any requests beyond the standard platform can be accommodated, but the additional costs will be charged to your STAR account. Please note that if you received a special allocation for computing needs, then the full cost of the system will be charged to that allocation. Scott Ladewig (ladewig@wustl.edu), Manager of Networking and Operations, will provide assistance with computer needs.

Assets

Purchases — All asset purchases exceeding \$500 must be approved by the Dean's office. Requests for approval can be submitted to Tina Raynes at raynes@wustl.edu. Loans are available if needed to buy a capital asset such as a computer. At least 25 percent of the purchase price must come from current FY (unborrowed) STAR funds, and any computer allocation must be exhausted before commencing a loan. The loan balance shall not exceed that year's total fungible STAR budget. Loan

payoff will be achieved as follows: the payoff period will not extend beyond three years following the initial year of purchase; equal installments will be taken from each of the three following fiscal years' allocations unless requested and approved otherwise. Additional amounts (such as from carry forward funds) may be applied to the balance upon request or as deemed appropriate. Durable assets purchased with STAR funds are the property of the Olin Business School. If a faculty member, upon leaving the University or retirement, wishes to acquire equipment or other items of value previously purchased with STAR funds, he/she should contact the Accounting Office or the Manager of Networking and Operations to determine a fair market value and the terms of the purchase.

Internal sales — Faculty may sell to other faculty or to Olin departments existing assets purchased with STAR funds, such as computer equipment, or trade them in to the School, to allow an upgrade and to take advantage of changing technology. Computing will guarantee to buy back recommended Dell units after one year for 50 percent of the purchase cost and after two years for 30 percent of the purchase cost. The School does not provide a guaranteed market for machines outside the recommended Dell equipment; therefore, faculty interested in selling such equipment are responsible for finding their own buyers. Proceeds from the sale/trade of an asset, net of any outstanding loan balance, will be placed in a non-fungible account to be used ONLY toward the purchase of a similar asset. The office of Networking and Operations will facilitate any sales or transfers of equipment.

External sales — All assets purchased with STAR funds are the property of the University and must remain with the University unless purchased with personal funds. Provided that at least one year has elapsed from the original purchase date, faculty may sell assets to external buyers for the higher of (1) any outstanding loan balance, or (2) the market value as determined by Networking and Operations (Scott Ladewig will set the market value on all computer equipment). The proceeds from external sales will also be placed in a non-fungible account, net of any outstanding loan balance, and available ONLY toward the purchase of a similar asset. To facility transitions, faculty who are not returning to Olin may also purchase assets with personal funds or with funds from the institution to which they are moving. The terms outlined above apply, however computing equipment will be available, without regard to outstanding loan balance, at its depreciated value using a 12-month straight line schedule.

B. Operating Details

The STAR calendar is July 1 through June 30. The Olin School will issue a monthly report (beginning in September) to all STAR account holders which provides the previous month's activity and cumulative activity. (A guide for some of the codes used in this report may be found as an appendix.) The School provided items such as secretarial services and outside copy projects that are not initially charged directly to the STAR accounts will be billed on quarterly invoices, which will be accompanied by documentation supporting all charges. Charges on the quarterly invoices will appear on the following month's budget summary report. Any questions regarding the monthly report and/or the quarterly invoice may be directed to the Manager of Faculty Support.

Items to be included in the STAR System:

1. **Secretarial Support** — Secretarial services are managed centrally and divided into two categories: basic and billable. Each faculty will be assigned a support secretary; basic secretarial services will be provided at no cost to STAR. Such basic tasks require less than 15 minutes time and, thus, are not practicable to bill; e.g. answering phone calls, handling STAR expenditure requests, ordering, assisting with copy requests, troubleshooting copiers and printers, making simple travel arrangements, making appointments, scheduling rooms, handling mail and express shipping, typing short letters, etc. Billable secretarial services are jobs requiring more than 15 minutes completion time. Rates charged are \$23 per hour for services performed by Faculty Support staff and \$9 per hour for services performed by Faculty Support student workers on a quarterly invoice for actual billable services used in the preceding quarter. A report detailing each job will accompany the quarterly invoice. Questions regarding the job detail report may be directed to the Manager of Faculty Support.

2. **Student Assistance** — The student assistance allocation is fully fungible across categories and will be carried forward except in special cases as determined by the supplemental funds committee. However, incentives have been put into place to promote the continued use of student help for several reasons. Student assistants make for more efficient use of a faculty member's time while providing a practical learning experience for the students. Olin School students may be hired at a discount of 50 percent of their standard rates of \$8 - \$12 per hour respectively for undergraduates, MBAs, and PhDs. These rates may be adjusted as needed to place everyone, but not more than once quarterly. See Konnie Henning (BSBAs), Sarah Miller (MBAs), or Erin Murdock (PhDs) for assistance in securing student workers. Faculty may not negotiate or change pay rates for individual Business School students they hire because a standardized table of rates has been devised based on such considerations as complexity of work performed, financial aid constraints, etc. In the rare case for which extraordinary work or specialized skills are needed and cannot be obtained within the standard rates of pay, faculty can request approval of a higher rate from the Dean's Office. Students are only eligible to work in St. Louis and cannot be hired to work in other states and/or countries, even if only doing so during semester breaks. By definition "student" is an Olin or Washington University student. Students from other institutions may be hired but are considered nonstudent personnel for employment purposes. The hiring of nonstudent personnel is prohibited by University policy unless proper University hiring procedures are followed. Please see Joyce Montgomery for information regarding the University personnel hiring policy. When a faculty member wishes to hire a student, the student hiree must meet with Katie Chrapek in the Dean's office in order to complete payroll forms and other pertinent hire paperwork. This paperwork **MUST** be completed prior to the student doing any work. Once students are entered into the system new authorizations and paperwork will be required at the beginning of each semester thereafter. Student biweekly timesheets detailing actual hours must be submitted online through HRMS Time and Labor reporting. Paper timesheets are no longer accepted. Approvals for time worked will be done online through HRMS. These must be submitted and approved by the biweekly deadline date in order for paychecks to be generated. **This timesheet is a legal document required by federal regulations and subject to independent audit and review.** If a student works for more than one instructor, separate lines on the online system will be required for each. This information, along with detailed instructions, is provided to the student as part of the appointment

required to complete their hire paperwork. The STAR accounts will be billed for student services on the biweekly payroll.

Fair Labor Practice guidelines require student workers to be paid on a biweekly basis, and student workers are obligated to submit timesheets for each pay period worked. Only actual hours worked during the available time periods online are to be entered. Allowing students to accumulate time to be submitted at the end of the project or period violates the rules of the Fair Labor Practices and puts the University at risk for audit and fines.

3. **Travel and Related Expenses** to professional meetings or for research purposes — Expenses for travel to professional meetings or for research purposes will be charged to STAR and reimbursed per University expense and purchasing policies and procedures upon submission of a completed Travel Expense Reimbursement form. Travel related to recruiting only and/or where recruiting is the primary purpose of the trip will generally be charged to the area recruiting accounts with expenses being managed by the Andy Sample. Up to four faculty members per area per conference will be approved by the area head and Andy Sample. If more than four faculty members attend a professional meeting for recruiting purposes, fractional reimbursements will be made and the remainder will be charged to STAR.

4. **Duplicating** — Materials copied for class handouts included in the course packet cost will not be charged to STAR. Two final, wrapped copies of your own course packets are provided, and are not charged to STAR. Additional copies of your own course packets and copies of packets for other courses will be charged to the STAR account. All other copying will be charged to STAR. The rates are 4 cents per page from the FedEx Kinko's (billed as used) and 7 cents per page from Faculty Support offices (billed quarterly.) Rates for the various machines located in the library are:

Photocopy machines	07 cents per page
ABI Inform (Proquest)	15 cents per page
Laser Disclosure	10 cents per page
Microforms	10 cents per page
Dow Jones	10 cents per page
Nexis	07 cents per page
Proquest, WSJ & NYTimes	10 cents per page
Bloomberg/Bridge	07 cents per page
Infotrac, F&S	10 cents per page
Compact Disclosure, Worldscope	10 cents per page
Standard & Poors on CD	10 cents per page
Business and Industry on Disc	10 cents per page
RIA	10 cents per page

5. **Long-Distance Telephone** — All long-distance costs incurred will be charged to STAR. A long-distance authorization number (General Services will provide) must be dialed (whether the call is personally placed or placed by Faculty Support personnel) in order to get a long-distance connection. Faculty can use this authorization number to call long-distance from any instrument on campus.

6. **Telecommunications** — Charges associated with home Internet access, cell phones, data plans, and like devices may be covered by STAR if they are used for research and teaching activities. If a device and/or service is used for both personal and business purposes, only the corresponding percentage of University/business use will be reimbursed. (Percentage amount will be determined by the faculty member.) Reimbursement submissions to faculty support must be made in a timely matter. Quarterly or yearly submission is discouraged.
7. **Memberships, Journal Subscriptions, Reference Books** — Subscriptions for journals from professional organizations as well as publication subscriptions from the popular press may be paid from STAR. The Faculty Services Administrator in the Dean's Office coordinates a complimentary subscription program for the *Wall Street Journal*. Instructions regarding how to participate in this program will be sent to all faculty at the appropriate time each semester.
8. **Reprints, Case Studies, Teaching Notes** — Review copies for teaching and/or research, and copies of one's own articles will be paid from STAR; packet copies will be paid from the packet account.
9. Expenses related to **Guest Speakers** in class; such as meals, lodging, travel, etc.
10. **Office Supplies** beyond what is available in the supply storeroom. Purchases can be made at the Campus Bookstore in support of teaching and research. Please remember to submit the receipt to Faculty Support to facilitate proper charging. Submit all other purchase receipts to the assigned administrative assistant.
11. **Express Mail, UPS, DHL, FedEx** — Submit the shipper's copy of the air bill to your faculty support for processing. Express mail through the U.S. Postal Service will be billed on the quarterly invoice, UPS and DHL, Fed Ex as it occurs.
12. **Manuscript Submittals; Searches** done by or through the library will be charged as a direct charge to the department/school. The faculty support personnel must be made aware of the charge so that it is applied to the appropriate STAR budget in a timely manner.
13. **Computer Hardware** and new **Software** beyond what we currently have, **computer programming**, person-specific **data**, and the like.
14. Any costs incurred using the **University Computing System**, such as consumable items and repairs.
15. **Subject Fees** for experimental research.

Items NOT to be included in the STAR System:

1. **Basic Secretarial Services** (when total time of project completion is less than 15 minutes).
2. **Telephone Instrument Charge and Basic Local Phone Service.** One instrument and basic local service are provided. All upgrades will be charged to the STAR account.
3. **General First Class Postage for University purposes.**
4. **Standard Office Set up** — Each faculty office is equipped with a desk and computer table, swivel chair, and a combination of bookcases and file cabinets. Additional personal furniture is acceptable. Please notify General Services at services@olin.wustl.edu in order to fulfill insurance requirements. Requests for additional furniture are reviewed by the Manager of Faculty Support or General Services and may be purchased with funds from the STAR budget.
5. **Furniture and equipment for a home office.**
6. **Standard Office Supplies** on hand in the storage room.
7. **Recruiting Travel** — Up to four faculty members per area, per conference (pre-approved) is underwritten through the recruitment budget. (Faculty travel beyond what was pre-approved for recruitment will be reimbursed through the STAR funds of those additional attendees.)
8. **Committee Work** or assignments requested by the Dean's office.
9. Duplicating for **Course Packets**, class handouts included in the cost of course packets, and two wrapped final copies of your own course packets.