

FAS Expenditure Approval Grid - May, 2020

People-Related Expenditures	Funding Source				Requirements and Process
	Subvention	Start-Up/TAD	Sponsored	Restricted	
Reclassifications	These actions on hold until further notice				In cases where exception is desired, must request via CPR process. DAO/CED will submit an exception request to the Division; if supported by Division, will then be submitted to Deans Gay and Kirwan. The bar for such approvals is extremely high.
Equity Increases+A:E					
Bonuses					
New Perm Staff Hires (benefits-eligible roles)	FAS	FAS	N/A	FAS	FAS Approvals = CPR Process
New Term Staff Hires (benefits-eligible roles)	FAS	Division	Division	Division	Unit to confirm that: (1) money is available and can cover length of term, (2) work is immediately critical to research or teaching mission and can be done remotely, and (3) does not trigger HUCTW lay-off benefits.
Extensions for Term Staff (benefits-eligible roles)	FAS	Division	Division	Division	
New LHTS (non-benefits-eligible roles on staff and faculty payrolls)	FAS	Division	Unit	Unit	Unit to confirm that: (1) money is available and can cover length of term, and (2) work is immediately critical to research or teaching mission and can be done remotely. F:F Division Approvals = DAO/CED will submit via shared spreadsheet. FAS Approvals = CPR Process
Postdocs (faculty payroll)	N/A	Division	Unit	Division/ Unit	Runs through faculty payroll; no change from current process. Division Approvals = DAO/CED will submit via shared spreadsheet.
Non-People-Related Expenditures	Funding Source				Requirements and Process
	Subvention	Start-Up/TAD	Sponsored	Restricted	
Essential Research Expense	N/A	Unit (<\$10K) Division (>\$10K)	Unit	Unit	Unit to confirm that expense is: time-sensitive, high priority, and essential for keeping teaching or research productivity going.
Essential Teaching Expense	Division	Unit (<\$10K) Division (>\$10K)	N/A	Unit	
Essential Capital Equipment (IT, furniture, software >\$5K with 1+ year useful life)	Division	Division	Unit	Unit	Division Approvals = DAO/CED will submit via shared spreadsheet.

Students and temps remain managed at the unit level, with divisional engagement as appropriate.