

**University of Florida Foundation, Inc. (UFF)  
Expenditures for Endowed Faculty Positions**

Policy #: 5.11  
Effective Date: April 1, 2015  
Responsible Department: Finance and Accounting

1. **PURPOSE**

To allow for responsible spending of UFF funds designated for endowed faculty positions, including professorships and chairs.

2. **APPLICABILITY**

All disbursements, expenditures, and transfers (see policy 5.10 *Disbursements*) from funds for endowed faculty positions, including professorships and chairs, held by UFF for the benefit of UF.

3. **POLICY**

Until the position is fully endowed, the position **cannot** be awarded. Until the position is filled, spendable income may only be spent on recruitment for the position. If the dean determines there are adequate funds, with written permission of the Provost, a professorship may have multiple occupants, provided such use of the endowment is not prohibited by the gift agreement establishing the endowment.

Once the position is filled, examples of acceptable expenditures from endowed spendable funds include, but are not limited to:

- Salary and benefits
- Salaries for support staff working exclusively on the recipient's scholarly work
- Travel for professor related to scholarly work
- Travel for professor's assistants/grad students related to scholarly work
- Professional licenses, journal fees, and memberships for the professor
- Computers and software for the professor
- Data storage devices for the professor
- Maintenance on equipment purchased exclusively for scholarly work
- Meetings related to scholarly work
- Office and lab supplies used for scholarly work
- Grad student stipends – if working on professors' scholarly work
- Grants to other professors – if work is related to professor's scholarly work
- Subscriptions to journals related to scholarly work
- Postage for mailings directly related to scholarly work of recipient
- Printing of materials related to scholarly work
- Renovation of office, laboratory, etc. for professor

Examples of **unacceptable** expenditures from endowed spendable funds include, but are not limited to:

- Expenses paid for professor's personal benefit
- Support for staff meetings or lectureships for department business not related only to the scholarly work (even if a portion of the meeting is scholarly work related)
- Travel for department purposes not solely related to the professor's scholarly work
- Office celebrations
- Lab equipment for use by others within the department
- Staff salaries for general office workers
- Departmental secretaries (unless solely for recipient)
- Office equipment used by others in the department
- Gifts and awards
- Building maintenance
- Lobbying expenses
- Dues/memberships to social clubs
- First class travel

See also: <http://hr.ufl.edu/wp-content/uploads/forms/academic/endowedfaculty.pdf> – UF Endowed Faculty Positions.

#### 4. CLARIFICATION

Requests for clarification of this policy should be sent to [financeandaccounting@uff.ufl.edu](mailto:financeandaccounting@uff.ufl.edu).

Certified as approved by the Executive Committee of the UFF Board of Directors on March 6, 2015.

  
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Susan G. Goffman, Secretary

Revision history: Original version  
Revised on February 23, 2013  
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