

MARQUETTE
UNIVERSITY

OFFICE OF THE PROVOST

TOPIC:

Policy on Approving New Position Funded Through Restricted or Endowment Accounts through a Memorandum of Agreement

POLICY:

On occasion, it may seem prudent to create a new position for a program or center/institute that would be funded through a restricted or endowment account. If at some point in the future, the position out-

[REDACTED]

lives its purpose or the original source of funding used to create the new position is no longer sufficient to sustain the position, the position should be terminated.

To support sound budgeting practices, the use of unrestricted funds cannot be used to supplement or maintain a position that was originally approved through a restricted or endowment account. If the unit decides to maintain the position, it must be re-designated to a current position line. If this action is not

[REDACTED]

Enclosure 1:

Memorandum of Agreement

The (college/school) intends to hire for the (position name) to begin (month/year), at a proposed annual salary of (dollar amount), funded from restricted/endowment account number (account). This position

[REDACTED]

The purpose and goals of this position are: (insert statement of purpose and goals the new position supports)

This position is approved with the following considerations:

[REDACTED]

1. Dean agrees to annually review the need for the position.

Funding for this position must be provided by College/School restricted/endowment accounts

[REDACTED]