

PEPPERDINE UNIVERSITY
Graziadio School of Business and Management
Development Funds Policy and Procedure
Academic Year 2012-2013

The Department Chairs have defined the following procedures and schedule for implementation of processing development funds for the Academic Year 2012-2013.

Development Funds Guidelines

- Developmental funds of \$2,500 are available to all tenure/tenure-track faculty members, along with Academically Qualified practitioner faculty members for the 2011-2012 academic year. Practitioner faculty members who teach at least 12 credits are eligible for development funds per the following schedule: 24 or more units, \$2,000; 20 units, \$1,500; and 12-16 units, \$1,000.
- Faculty members complete 'Development Fund Proposal Form' and submit to their respective Department Chair (DC) by **January 31, 2013** to ensure their funds are reserved. After January 31, 2013, funds not reserved *may be* reallocated within a discipline, department, or school-wide.
- All development funds expense are subject to approvals from BOTH the Department Chair and the Associate Dean of Academic Affairs.
- *Please obtain approvals before making purchases.* Expenses paid by the faculty prior to approvals will not be reimbursed until the proposal is submitted and approvals are obtained.
- No more than \$1,000 can be used each academic year-in total-for books, equipment, journal subscriptions and similar "non-consumables" goods. All expenditures must go through the approval process.
- Academic Affairs needs to pay for all "non-consumables" (almost everything non-travel related) that exceed \$100 in cost; if a faculty member pays for these items directly, they risk non-reimbursement, per University policy.
- Funds approved for specific event/items are not transferable for other usages. A new development funds proposal is required.
- Journal submission fees up to \$200 (per submission) are eligible for payment by the school outside of the normal development fund pool. Excess fees may be paid from development funding with Department Chair approval.
- All development funds must be spent and expensed to Academic Affairs by July 31, 2012 (end of fiscal year).
- Receipts for all expenses must be submitted within 45 days of *payment*, or risk non-reimbursement, per University policy.
- For conference travel, expenses impact the budget in the fiscal year in which the conference takes place, not necessarily when the expense is incurred (e.g. if expenses are paid in July 2012 for a conference that occurs in August 2012, these expenses will impact fiscal year 2012-13 budgets)

If you have questions, particularly as it pertains to which activities are considered to be within the scope of development funds in nature, please contact your Department Chair.

Development Funds Procedure

1. Fill out the Development Funding Form.
2. Submit the form **via e-mail** to your Department Chair for approval/signature.
 - (The faculty member/Chair can simply type their name on the signature lines.)
3. Once the proposal is approved by the Department Chair, he/she will forward it **via e-mail** to Jonathan Y. Lee, the Finance Manager for Academic Affairs.

Department Chair	Disciplines	E-mail
Peggy Crawford	Finance/Accounting	Peggy.Crawford@pepperdine.edu
Ann Feyerherm	Applied Behavioral Science/ Organizational Theory	Ann.Feyerherm@pepperdine.edu
John Mooney	Strategy/Information Systems/Entrepreneurship	John.Mooney@pepperdine.edu
Rick Hesse	Decision Sciences/Marketing	rickhesse@aol.com
Terry Young	Economics/Business Law	Terry.Young@pepperdine.edu

4. Jonathan will have Dave Smith, the Associate Dean of Academic Affairs, review the proposal for final approval.
5. Jonathan will notify the faculty member via e-mail whether or not the proposal has been approved.
6. Depending on the purpose of the funds, travel/purchase arrangements can be made with Finance Manager, Jonathan Y. Lee in Academic Affairs.
7. Expenses should be submitted within 45 days of occurrence using the Expense Report Form. Please review the Expense Reporting Procedure for assistance in submitting your expenses.

For more information:

Jonathan Lee
Academic Affairs Finance Manager
(310) 568-5745
Jonathan.Y.Lee@pepperdine.edu