

## **Plan for Distribution of Summer Incentive Funds**

Approved by the Committee on May 15, 2022

### **1. Introduction**

The following plan applies to all English, French, and Film faculty (both professors and full-time lecturers) in the Department of Literatures and Cultural Studies. The committee does not wish to dictate a plan to the newly formed Spanish department and encourages Spanish faculty to form their own Summer Incentive Funds committee as soon as possible.

### **2. Background**

In early 2022, the chair of the department informed us that we were the recipients of approximately \$70,000 in Summer Incentive Funds, money that was brought into the department by those who taught in the Summer of 2021. In March of 2022, faculty in the department voted on the composition of the committee to determine how the money would be spent.

Several developments have chipped away at the amount available to us. Spanish faculty, who brought in \$27,288.93 of the aforementioned 70K last summer, are moving to their own department and taking those funds with them. Moreover, of the remaining funds left for English, French, and Film faculty, the chair reallocated \$5,000 for the administration of our 4+1 program and reserved an additional \$5,000 for departmental emergency funds to be used in the event that our department does not receive Summer Incentive Funds in 2022. Of the remaining funds Sarah reimbursed small amounts of money to a few clubs, societies, and events.

The amount we have at our disposal for English, French, and Film faculty is **\$32,696.43**.

### **3. Establishment of Research / Teaching Accounts for Faculty**

The funds we have at our disposal will allow for the creation of research / teaching accounts for twenty-three English, French, and Film professors and full-time lecturers. Fifteen faculty taught last summer--and thereby generated the revenue for these funds--and will receive **\$1,200** in their accounts. Eight faculty did not teach last summer and will receive **\$600** in their accounts. The committee believes that this allocation is in alignment with the spirit by which the funds were distributed to our department.

### **4. Departmental Funds (Remaining funds): \$9,896.43.**

The aforementioned distribution of funds leaves the department with **\$9,896.43**. These funds should be used for any department-wide activities, or activities attended by a subset of the department and its students (conferences, recruitment activities, societies, fairs, clubs, events with guest or keynote speakers, etc.). Broad teaching requests that have the potential to benefit a larger audience than one's own classes may merit funding from this pool.

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## **5. Protocol**

Faculty will make their requests by e-mail to Dr. Jacob McDonie (robert.mcdonie@utrgv.edu), chair of the Summer Incentive Funds Committee. Dr. McDonie will reach out to faculty who have already made a request through the provided link, and to faculty who have otherwise contacted him prior to the dissemination of this proposal. Faculty should state the following in their e-mails: 1.) the item or activity requested; 2.) an indication of whether the funds should be drawn from the faculty member's personal account or the general departmental account; 3.) a best estimate of the money needed; 4.) a statement of justification: a few sentences that indicate how the item or activity will enhance one's teaching or research (if the funds requested are from one's personal account), or how the item or activity will benefit the department (if the funds requested are from the departmental account). If the funds are approved, Dr. McDonie will copy the faculty member on an e-mail to Sarah to approve reimbursement.

In general, books and research travel are permissible requests. Computer equipment is also a permissible request if relevant to teaching or research, but faculty must be advised that any computer equipment purchased with these funds remains the property of UTRGV.

## **6. Requests for Additional Research / Teaching Funds**

At the committee's discretion faculty may be granted the ability to withdraw a modest amount of funds for research and teaching from the departmental fund if they max out their personal accounts. The committee will review the request and determine if further funds should be allocated to the faculty member making the request. The committee will take into account the nature of the request and the state of departmental funds.

## **7. Future Summer Incentive Funds**

In October 2022, the department should receive a new round of summer incentive funds. The committee will reconvene in Fall 2022 to discuss allocation of new incoming funds. After Oct. 1, faculty may see further money added to their personal accounts. There is no deadline by which any funds need to be spent.