

**Summer ENHANCEMENT Budget (FUNDS) CY 2023 TRACKER (est. 12.12.2022)**

Item (s)	CY 2023		Amount Spent	End Item Balance/ Carry Forward	CY 2023 Allocation	Total Budget
	Initial Allocations	Amount Encumbered				
Chair Discretionary (10%)	\$ 13,400.00	\$ -	\$ 12,768.61	\$ 631.39	\$ 14,000.00	\$ 14,631.39
Faculty Travel Allocation Supplement (FY 2022)	\$ 10,000.00	\$ 5,000.00	\$ 4,706.94	\$ 293.06	\$ 4,706.94	\$ 5,000.00
Computers (4 @ \$1400)	\$ 6,000.00	\$ -	\$ 6,000.00	\$ -	\$ -	\$ -
POLS Colloquium	\$ 4,600.00	\$ -	\$ 1,763.43	\$ 2,836.57	\$ 3,000.00	\$ 5,836.57
Politics, Race, & Gender Symposium	\$ 12,000.00	\$ -	\$ 10,000.00	\$ 2,000.00	\$ 6,000.00	\$ 8,000.00
Model UN Competition	\$ 2,000.00	\$ -	\$ 200.00	\$ 1,800.00	\$ 2,000.00	\$ 3,800.00
Subvention Awards & Matches	\$ 2,000.00	\$ -	\$ 250.00	\$ 1,750.00	\$ -	\$ 1,750.00
Faculty Recruitment Supplement	\$ 4,833.20	\$ -	\$ 2,287.68	\$ 2,545.52	\$ 2,000.00	\$ 4,545.52
New Faculty Relocation Assistance (Moving Expenses)	\$ 11,016.61	\$ 1,000.00	\$ 8,016.61	\$ 2,000.00	\$ 4,000.00	\$ 6,000.00
IPSA Travel Fund (Reserve carry forward)	\$ 25,000.00	\$ -	\$ -	\$ 25,000.00	\$ 5,000.00	\$ 30,000.00
Mileage Reimbursement/Local	\$ 5,000.00	\$ -	\$ 1,175.93	\$ 3,824.07	\$ -	\$ 3,824.07
New/Special Initiatives (each to be approved by DCAC)	\$ 21,419.19	\$ 6,789.00	\$ 6,462.48	\$ 8,167.71	\$ 3,712.06	\$ 11,879.77
Reserve Fund (10%)	\$ 13,400.00	\$ -	\$ -	\$ 13,400.00	\$ 1,000.00	\$ 14,400.00
<b>TOTAL COMMITMENTS Summary</b>	<b>\$ 130,669.00</b>	<b>\$ 12,789.00</b>	<b>\$ 53,631.68</b>	<b>\$ 64,248.32</b>	<b>\$ 45,419.00</b>	<b>\$ 109,667.32</b>

**Explanatory Notes:**

The UTRGV *Handbook of Operating Procedures* assigns the Department Chair with responsibility for the overall leadership, management, and administration of the department, including the preparation and management of the department budget (ADM 06-303.D.5.e).

Summer Enhancement Budget (CY 2003) approved by Department Chair Advisory Council on December 1, 2022. The Chair and the DCAC may reallocate unexpended funds from one line item to another line item throughout the calendar year as necessary and appropriate.

All requests for funds should be submitted by email to the person(s) identified below.

**Chair Discretionary Account:** These funds are distributed solely at the discretion of the Department Chair to cover unexpected and unbudgeted expenditures. In the past, these funds have been used to cover summer conference travel, travel to specialized conferences and workshops, small overages for faculty who exceed their departmental travel allocations, registration fees for student leadership academies, high-cost books needed for research, research assistants, and small stipends for special service activities. This list is not exhaustive of the items that might be covered with this fund. Please contact the Department Chair with any inquiries and submit all requests to the Department Chair.

**Faculty Travel Allocation Supplement:** These funds are disbursed to the Department Travel and Scholarships Award Committee each September. The Travel and Scholarships Award Committee disburses these funds as part of its annual travel allocations to individual faculty based on criteria established by the Committee and approved by the Department.

**Computers:** These funds are used to purchase work-related desktop and laptop computers for individual faculty.

**Political Science Colloquium:** These funds support the annual Political Science Colloquium. The funds are used primarily to cover honoraria and travel expenses for guest speakers. The funds are spent at the direction of the Political Science Colloquium Committee, subject to approval by the Chair.

**Politics, Race, & Gender Symposium:** These funds support the annual Symposium on Politics, Race, & Gender. The funds are used primarily to cover honoraria and travel expenses for guest speakers. The funds are spent at the direction of the Symposium Co-Coordinators, subject to approval by the Chair.

**Model United Nations Competition:** These funds support conference registration and travel expenses for the Model United Nations Faculty Advisor to accompany a team of students to the annual Model United Nations Competition in New York City. These funds are spent at the direction of the Model U.N. Faculty Advisor, subject to approval by the Chair.

**Subvention Awards:** The Chair may approve subvention subsidies for peer reviewed open-source publications and books published by university presses. These funds are intended to match subvention funds provided by the Office of the Dean, College of Liberal Arts, see, Resources | UTRGV. Please submit subvention requests to the Department Chair.

**Faculty Recruitment Supplement:** In cases where the Department decides to bring more than two candidates to campus for job interviews, the Department is required to cover the travel expenses of the additional candidates. The Department will also cover or reimburse the cost of meals related to new faculty recruitment. These funds are spent at the direction of Search Committees, subject to approval by the Chair.

**Faculty Relocation Assistance:** The Department may provide relocation assistance to newly recruited faculty to help with moving expenses to the Rio Grande Valley. These funds are spent at the direction of the Chair, subject to approval by the Dean of the College of Liberal Arts.

**IPSA Fund:** This fund will be used to support travel to the 2023 World Congress of the International Political Science Association, which will focus on "Politics in the Age of Transboundary Crises." To be eligible for funding, a faculty member must be able to document that a paper, roundtable, or author-meets-critics panel has been accepted for presentation at the IPSA World Congress. Applicants should send their request with evidence of acceptance to the Department Chair, who will distribute all requests to the Department Chair Advisory Council for a review and decision.

**Local Mileage Reimbursement:** Department faculty are eligible for local mileage reimbursements for the following activities: (1) travel to department meetings held in Harlingen, Weslaco, or Mercedes, (2) travel to non-home campus to attend candidate interviews/dinners as a member of a search and screen committee, (3) any travel required to transport job candidates or Colloquium speakers (e.g., airport, campus, dinners), and (4) travel required to teach at a faculty member's non-home campus. The expenditure of these funds is at the request of individual faculty, subject to documentation and approval by the Chair. Please consult with Ela Escalante for required forms and approvals.

**New/Special Initiatives:** Department faculty may request funds to support research-related activities, including, but not limited to, travel to archives, data base access, special library acquisitions, high-cost book acquisitions, research assistants, and specialized software or computer accessories. Applicants should send a one- to two-page proposal to the Department Chair, who will distribute all requests to the Department Chair Advisory Council for a review and decision. The proposal should describe the project, the amount being requested (itemized budget if more than item being purchased), timeline for the project, and expected outcome (e.g., article, book, etc.)

**Reserve Fund:** The reserve fund is a Departmental "savings account" that carries forward from one year to the next and should be used only for emergencies or during times of extreme financial distress. These funds can only be released with the approval of the Department Chair Advisory Council and the Chair.