



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 outlives 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 desires to maintain the position, it must be reassigned to a current position line. If this option is not feasible, the position will be terminated due to lack of resources.

The position created through a restricted or endowment account should be reviewed annually to ensure the position is achieving the goals as identified in the program proposal and delineated in the memorandum of agreement supporting the original approval.

The Memorandum of Agreement will be approved by the dean and provost and the template for the Memorandum of Agreement is included as Enclosure 1.

Policy issued in writing on August 16, 2017 by Daniel J. Myers, Provost

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 is being hired for the \_\_\_\_\_program/center/institute. Continuation of the position will be determined annually based on the achievement of program goals as identified below.

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.

1. Dean agrees to annually review the need for the position.
2. Funding for this position must be provided by College/School restricted/endowment accounts.
3. If restricted/endowment funds can no longer support the funding and other sources of restricted/endowment funding cannot be identified to fund the position, the position will be eliminated. Unrestricted funds may not be used to supplement this position.
4. If restricted/endowment funding for this position is unavailable, reassignment of the position to a current position line is acceptable with approval of the Dean and Provost.

I agree to the conditions outlined above.

\_\_\_\_\_  
Name (Dean)

\_\_\_\_\_  
Date

Permission is approved to post for the position.

\_\_\_\_\_  
Daniel J. Myers, Provost

\_\_\_\_\_  
Date