Fiscal Guidelines
Knight Endowed Chairs and Professorships
July 1, 2014

Eligibility:
When the Provost determines that an area is eligible for a Knight Chair or Professorship, the appropriate dean will be notified and invited to submit a proposal to the president and provost. Upon approval of the proposal by the president and provost, a search to fill the position can begin.

Appointment:
When a dean determines who will fill a chair/professorship and notifies the recipient, a copy of the notification is sent to the Provost’s Office. There is one fund per chair. The Provost’s Office will rename the fund and create an index. Titles on indexes attached to the fund will change if either the incumbent resigns or the chair/professorship is reassigned to another unit at the end of its term. The president must approve any plan to fill a Knight Chair or Professorship that has been vacated.

Funding:
The Provost’s Office is responsible for transferring the funds from the Knight Chairs Foundation equity account to the University’s Knight Chair index and setting up the index’s budget. As determined by the provost, the current total annual amount budgeted for expenditure is $50,000 for a Knight Chair and $25,000 for a Knight Professorship. Up to one half of the award amount may be used for salary and associated OPE. Once the pay amount is determined and the anticipated OPE is calculated, the remaining money is budgeted in supplies and services, account code 20000. The remaining balance is to be used for research activities, travel, programmatic support and staff support related to the effective performance of the chair.

Payroll:
The Provost’s Office will prepare the initial Payroll Request Form. The recipient’s regular payroll administrator prepares any subsequent payroll documents, if needed.

Financial Management and Reporting:
At the end of the fiscal year, the Provost’s Office prepares a fiscal report for the provost. The report is also sent to the Office of Stewardship.

No deposits or transfers may be made to these funds/indexes except by the Provost’s Office.

An award recipient is eligible to receive the full amount of the stipend if the annual appointment is at 50% or greater. This includes faculty on reduced percentage leave without pay or sabbatical leave.

Amounts not expended by the end of the fiscal year will be carried forward into the new fiscal year. If expenditures exceed revenue at the end of the fiscal year, the resulting negative balance is carried forward into the next year. If the expenditures exceed revenue at the end of the chair or professorship, the department has the responsibility to cover the deficit.
Award money budgeted but not spent by an incumbent who steps down from an active chair/professorship during an academic year is managed at the discretion of the dean. Any “grace period” for expenditure must not exceed one year. Both the recipient and Academic Affairs must receive written notice outlining the time period for allowable expenditures and the amount of funds, etc available during this period. Any funds remaining after the grace period has expired will be returned to the Provost’s Office.

Interest earned by the Knight indexes is deposited to a single repository fund and used by the provost to support the Knight Chair awards. Negative interest from over-spending a particular budget, however, will be the responsibility of the chair/professorship’s area.

Any other post-award fiscal questions should be directed to the Provost’s Office.