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To: Department Managers and Budget Officers
From: Teresa Stojkov, Associate Director
RE: Replacement Funds

This memo is meant to help address some frequent questions regarding Townsend Center course replacement funds. Course replacement funds must be used exclusively for instructional salaries. The level of course replacement funding is set at the Assistant Professor level, Step 2, as determined by the Arts and Humanities Dean's Office. Funding is not intended to cover full replacement costs for professorial salaries but rather to help defray the costs of temporary replacements while faculty members participate in Townsend Center programs.

Beginning in July 2009, we will transfer funds to departments as close as possible to the commencement of the fiscal year of the award. In order to ensure the appropriate accounting and tracking of funds, we will require that unused funds be returned to the Townsend Center after two years. In cases where replacement funds are provided by outside agencies, the expiration date for the funds may differ. Individual award letters will specify the corresponding expiration date.