



THE DOREEN B. TOWNSEND CENTER FOR THE HUMANITIES  
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### **Townsend Center Course Replacement Funds Policy**

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.

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. If the fund is scheduled to expire prior to the two year period, we will communicate an expiration date for the fund.

(last updated July 7, 2012)