

**University of Minnesota College of Pharmacy**  
**Account Settlement for Departing Faculty**  
**Administrative Policy endorsed by Central Council April 25, 2001**

**College of Pharmacy Policy:** The Dean, Department Head, and (if applicable) Center Chair are responsible for determining the disposition of remaining assets, liabilities, or property used by departing faculty. Agreements on disposition of assets and liabilities will be documented in writing in a signed agreement.

**Related Policies:** University policy states that all funds and property received by the University are owned by the University, to be used for mission-related purposes, unless otherwise stipulated by the funding source.

**Guidelines:**

1. The funding source determines the disposition of property or funding. Options for restricted or designated funding typically include:
  - Transfer to the faculty member's new site of employment for continuation of ongoing projects with the approval of the sponsoring agency and the University.
  - Return of assets to the funding source, especially if required by the funding source.
  - Reassignment to another individual for completion of the project or commitment, upon the approval of the funding source and the University.
  
2. Undesignated, unrestricted assets are to be reallocated within the following guidelines:
  - Remaining start up funds will be returned to each unit (College/department/other) based on proportions contributed.
  - Remaining unrestricted balances (or deficits) will be split, with a negotiated portion returned to the College for start up costs for the replacement faculty member in the same department.
  - After assets are dedicated for start up for anticipated faculty, remaining balances or deficits may be shared 80% Department/20% College. The departing faculty member may submit for consideration by the Department Head or Center Chair a recommendation regarding disposition of remaining unrestricted funds.
  - If a documented relationship exists among members of a work group that provides for sharing of assets, consideration will be given to allocating assets to the remaining members of the work group.
  
3. Unless there is an ongoing project, accounts for departing faculty members are to be closed, with balances transferred as agreed.