FY21 Weinberg College Policy Based Expense Reductions

Implementation.

- For immediate implementation during Fall Quarter 2020 and Winter Quarter 2021.
- Extension/relaxation of requirements may be implemented in pending review (see below).
- Where University policy is more restrictive than College policy, University policy shall take precedence. Where College policy is more restrictive, College policy shall take precedence.

Review. All items below will be reviewed in Winter Quarter 2021 for the potential to relax restrictions in Spring Quarter 2021 or later pending budget performance as well as risk/safety considerations.

Specific Items.

1. Conferences.
   - Conferences, seminars, and other activities should continue to be conducted virtually/remotely. Virtual meals, gift cards, and/or coordinated food deliveries are not allowable at this time.

2. Events.
   - On campus events are prohibited with some exceptions for student events. For such events, tracking of attendees must be performed as prescribed by Risk Management/Return to Campus policy for contact tracing.
   - Other in person events are prohibited.

3. Travel
   - Allowable
     - Travel on sponsored funding and/or travel directly related to COVID research.
     - Domestic travel for exceptional/mission critical/essential purposes (**Note: Such travel requires prior Dean’s Office approval**).
     - Examples of essential travel for reference:
       - Travel to perform library or archival research at another domestic institute or university for content otherwise unavailable through any other means
       - Travel to carry out an experiment/research at domestic facilities that have laboratory equipment that we do not have at Northwestern
   - Not Allowable
     - Non-sponsored international travel
     - Domestic non-essential travel – includes travel for students, faculty and staff to attend conferences, seminars, meetings and/or voluntary speaking experiences.

4. Honoraria.
   - Honoraria for virtual seminars, conferences and events shall be kept to a reasonable level (up to $400 as a guideline). For named lectures and/or exceptional events (ie. endowed lecture), honoraria may be larger.
   - Note: All honoraria must go through the Position Approval Committee. Thus, any exceptional requests beyond our guidelines may not be approved. Prior approval by the Dean’s Office should be solicited.

5. Travel & Entertainment Policy. An updated Northwestern Travel and Entertainment Policy is expected/forthcoming with increased meal allowances to reflect current market prices. As such:
• Policy exceptions in FY21 will not be entertained.
• Individuals will be responsible for expenses that exceed or fall beyond policy thresholds.

6. Capital Equipment for Faculty.
• Capital equipment expenses for FY21 shall be disclosed and planned for in advance with the exception of replacement/repair due to a malfunction/catastrophic loss.
• Dean’s Office finance team will be reaching out to departments to solicit faculty spending projections for FY21.
• Expenses not disclosed or planned in advance will be reviewed, but may not be approved.

7. Capital Renovations
• Only recruit/retain capital renovations will be approved for FY21.

8. Computer Replacement Policy
• Computer replacements funded under the Computer Replacement Policy will be delayed in FY21 with the exception of cases of catastrophic failure to conserve funds.
• Replacement requests should be directed to the Dean’s office in advance for review and determination of funding availability.

• The use of temps to provide coverage between a departure and subsequent hire for positions will be reviewed on a case by case basis.

• Continued to be reviewed as normal.
  o Postdoctoral scholar appointments supported by sponsored funding
  o Postdoctoral scholar appointment renewals on non-sponsored funding
  o New postdoctoral scholar appointments initiated by pre-tenure faculty utilizing non-sponsored funding
• Additional review to be implemented.
  o New postdoctoral scholar appointments initiated by tenured faculty utilizing non-sponsored funding

Exceptions. Requests for exception to the above policy requires review of the Dean’s office in advance.