To: Professorial Faculty  
From: Timothy Campbell, Chair  
Date: July 1, 2014 [Effective Date], updated June 27, 2018

Policy Statement

Effective July 1, 2014, each professorial (tenure-track) faculty member, during his/her time in Romance Studies, may receive up to a total of $3,000 from Berkowitz funds to help cover costs related to the publication of a book(s). Costs may include translation, editing, copyright, image reproduction, and other publication-related costs.

This limitation helps ensure the sound financial management of Berkowitz funds. The funding limitation does not apply to publishing expenses on Berkowitz funds incurred prior to July 1, 2014. These funds cannot be used to retroactively cover publishing expenses that faculty may have incurred on HFRT accounts.

Implementation

- Requests for publishing funds must be approved by the Chair in advance of incurring the expense.
- Please email requests to the Chair with a copy to the Administrative Manager, using the “Professorial Berkowitz Request form.” Requests should include an explanation and itemization of the publication costs.
- When approved by the Chair the publication funds are set aside, but are only expended when documentation of funding use (receipts) has been provided to the Accounts Assistant.
- Faculty may use his/her HFRT funds to cover publication costs not covered by Berkowitz funds.
- Department staff will track each faculty member’s usage of his/her Berkowitz publication allotment and inform the faculty member of amount remaining after each request is submitted.

Additional Information

- Please contact the Administrative Manager if you have any questions pertaining to this policy or Berkowitz funds in general.
- The “Additional Research Funding Request Form” is located on the Department homepage. Scroll to the very bottom of our home page in the dark gray section and click on ‘Resources for Students and Faculty.’ On this page, scroll down to ‘Research Funds’ and click on ‘Professorial Berkowitz Request form.’ This link will open as a Word document.