

Western Carolina University
 School of Nursing
 Faculty Affairs Committee
 Proposed Faculty Fund Guidelines 2011

I. Faculty Fund Fees

Faculty Fund monies will be collected from each full-time faculty at the beginning of the academic year and placed in an account secured and managed by the Faculty Affairs Committee (FAC). The FAC members will manage the funds (i.e., collect & dispense per guidelines). Faculty is expected to keep the FAC members informed of any situations needing recognition. Any perceived needs for recognition beyond these guidelines shall be managed by that individual in securing faculty consensus and soliciting funds from those who wish to participate. Expenditures made without the approval of the FAC will be at the individual faculty's expense.

Monies in excess of \$50.00 remaining at the end of the academic year will be donated to the *Marjorie Baker Lectureship Fund*.

II. Criteria for Remembrances

A. Illness:

Faculty member (if hospitalized) –gift (range) \$20-25.00

B. Death:

Immediate family member of faculty \$30-35.00
 (Spouse, significant other, children, parents, in-laws)

C. Retirements, Career Change, Weddings,

30 years plus \$75.00
 21-29 years \$50.00
 5-19 years \$40.00
 Less than 5 years \$25.00

FAC Treasurer will contact faculty member as to gift or donation to organization.

D. Special Achievement:

Congratulatory card

E. New Family Additions;

Births or adoptions- gift card \$15.00

G. Administrative assistants: gift cards

1. Administrative Assistants Day (based upon longevity)
 5 years plus \$30.00
 Less than 5 years \$20.00

2. Christmas gift- based upon years of employment
 5 years plus \$30.00
 Less than 5 years \$20.00

III. Community Dignitary

Card