

Plan Participant's Name: \_\_\_\_\_

**ACADEMIC ENRICHMENT ELECTION FORM FOR FISCAL YEAR 2023-2024**

By March 31<sup>1</sup> of each fiscal year, each Plan participant shall discuss with his/her Chair and with the Chair's written approval shall select in writing one of the following options for income deposited to the Plan in excess of financial requirements. Such disposition will then remain in effect for the forthcoming fiscal year (July 1-June 30). Changes are not permitted under any circumstances until the following fiscal year. After the Plan participant selects one of the following options, the Chair will review his/her selection. If approved, the Chair will issue written approval of the Plan member's selection.

Please select one of the following options:

- OPTION A: Z Payment**  
Remaining income is paid as a Z payment on the Z distribution schedule as set forth in departmental bylaws. A Z payment may be paid earlier than the standard schedule if the Plan participant retires or separates from University employment or upon approval of the Chair. **Option A is the default option. It will be implemented each year for Plan members who do not select in writing and secure approval for another option (i.e., Option B or Option C, below).**
  
- OPTION B: Academic Enrichment Account**  
Remaining income is allocated to an Academic Enrichment Account. Academic Enrichment Account funds may be used to support University-approved academic professional activities by reimbursing expenses that can be characterized as either: (1) an allowable direct charge or (2) reimbursable University-related business expenses incurred and documented consistent with University business and finance bulletins and accounting guidelines in support of the Plan member's academic work. Once funds are allocated to an Academic Enrichment Account, they may not subsequently be used for faculty salary support or issued as Z. If the Plan member retires or separates from University employment, the unexpended balance, if any, remains the property of the University.
  
- OPTION C: Academic Enrichment Account and Z Payment**  
A defined part (flat dollar amount or percentage) of the remaining income is allocated to an Academic Enrichment Account and the remainder is paid to the Plan participant as a Z payment. Each part is subject to the restrictions described in Option A or Option B, as applicable.

(\$ or %) to Academic Enrichment Account

**Comments:**

Plan Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chair's Approval: \_\_\_\_\_

Date: \_\_\_\_\_

<sup>1</sup> New hires are to be given a 31-day PIE from the date of initial hire to make their AE election.

Plan Participant's Name: \_\_\_\_\_

## ACADEMIC ENRICHMENT ACCOUNTS

Departments may establish, fund, and operate Academic Enrichment Accounts for the purpose of funding expenditures in support of research and academic activities and/or employee development. Academic Enrichment Accounts may be subsidized by funds available for distribution under the Z component of the faculty's compensation. **Once funds are allocated to an Academic Enrichment Account, they may not subsequently be used for faculty salary support or issued as Z.**

On an annual basis, if allowed by his/her department bylaws, a Plan member may submit a request to the Chair that funds are allocated to an Academic Enrichment Account for the forthcoming academic year (July 1 through June 30). The request must be submitted in writing prior to March 31 (i.e., in advance of the forthcoming academic year) and approved prior to implementation (i.e., by July 1<sup>st</sup>).

A Chair may submit a written request to the Dean's Office to allocate funds for the upcoming fiscal year to an Academic Enrichment Account. The Dean or the Dean's designee must confirm his/her approval, if forthcoming, in writing.

Disposition of the funds in an Academic Enrichment Account is under the auspices of the Department. The Chancellor or Chancellor's designee, through the Chair, has final authority over the use and distribution of funds held in an Academic Enrichment Account. Once funds have been allocated to an Academic Enrichment Account, the Plan member may not change the designation of these funds as academic enrichment funds.

The Department must maintain detailed records that are readily available for audit and other appropriate reviews and support the allowable nature of the reimbursable academic professional expenses that are paid from the Academic Enrichment Account. Plan members must submit all required supporting documentation for reimbursement consistent with University accounting guidelines. Unspent travel advances or any other disallowed amounts charged to the Academic Enrichment Account must be repaid by the Plan member consistent with University accounting guidelines.

An Academic Enrichment Account can maintain a positive balance at the end of an academic year that may be carried forward to the next academic year, at the discretion of the Chair. Disposition of the year-end positive balance is communicated annually to the Plan member at the time request for allocations to Academic Enrichment Accounts are made.

In the event of termination of employment, any outstanding account receivables shall be treated consistent with the Plan member's compensation arrangement. Specifically, receivables originated by Plan members without incentive/bonus compensation are the property of the University. Academic Enrichment Account funds remain the property of the University. Receivables of Plan members with incentive/bonus compensation are handled in accord with department/unit guidelines. All incentive/bonus compensation, including payments for outstanding account receivables, shall be paid through the University's payroll system.