Academic Affairs Division

Faculty Search Funding and Reimbursement Procedure & Guidelines

Effective September 1, 2014

The Office of the Provost manages and administers the funds associated with the expenses and reimbursements of faculty searches within the Division of Academic Affairs. The search and selection processes are administered by the Faculty Recruitment & Retention Coordinator in conjunction with the Office of Employee Relations.

SEARCH APPROVAL

Before a search is initiated, proper approval must be attained for the hiring department to receive funding for the search.

1. **Submit the Search Request Form.** The hiring department must complete the Search Request Form and submit it to the Business Manager of the Provost for the Provost to review.
2. **Search Approval.** The Department Chair will receive an email notification stating whether or not the Provost approved the search request. A signed copy of the Search Request Form will be attached and should be retained by the hiring department.
   a. **Contacts:** In addition to the Department Chair, the email notification will also be sent to the College Dean, the person listed as the primary search contact, the primary College Business Manager or Coordinator, the Faculty Recruitment & Retention Coordinator, and a representative from the Office of Employee Relations.
   b. **Reference Code:** The email notification will include the Reference Code assigned to the search. The Reference Code is to be clearly noted on any form, inquiry, reimbursement or other form of communication or documentation associated with this particular search.
      i. For travel authorization requests and expense reports, the Reference Code must be the first part of the Request Header-Destination field. Example:

   c. **Search Criteria.** Any deviation from the rank, discipline, tenure status, maximum salary or PIN as approved on the Search Request Form requires prior approval from the College Dean and Provost.
   d. **Search Budget:** The email notification will include the initial budget provided for the search and the account number to which approved charges are to be expended. (See SEARCH FUNDING)
3. **Begin Search.** Once the search is approved, the hiring department may begin the search process in accordance with University policy and procedures.

SEARCH FUNDING

Approved searches will be provided a base budget to cover reasonable expenses related to conducting the search and interviewing candidates.

1. **Base Budget.** For Fiscal Year 2015, the base budget for each search is $3,000.00; however, this amount may be increased or decreased, based upon needs, at the discretion of the Provost.
2. **Receive Access to Funds.** Budget provided for an approved search will be made available in the account specified in the email notification. Under no circumstances may these funds be used for expenses other than those appropriately relating to the approved search for which they were issued.
3. **Track Expenses.** The hiring department is responsible for tracking the expenses related to each search to ensure the budget is expended appropriately within established limitations and not exceeded.
   a. **Travel:** Costs are to be minimized to the extent possible and in accordance with University standards and limitations.
   b. **Lodging:** Hotel room rates for interviewees should not exceed state government rates.
   c. **Meals:** The number of university faculty or staff who dine with a candidate shall be kept at a minimum – 2 to 3 people, including the candidate, is allowed. Meal cost should be reasonable and not exceed $30.00 per person. No alcohol will be reimbursed.
   d. **Group Interviews:** Departmental or “Meet & Greet” -type interviews are acceptable expenditures. Additionally, the event must comply with all of the following provisions:
      i. Must be held on campus during regular business hours.
      ii. Must not provide or allow alcohol.
      iii. Must not exceed $75.00 for refreshment expenditures per event. It is expected that a minimum of 5 faculty members, excluding the candidate, participate in the event if the maximum allowable refreshment expenditures are incurred.
   e. **Spouses:** Travel expenses, including meals, for spouses is generally not allowed. In rare circumstances where an exception is made, prior written approval from the Provost is required.

4. **Additional Funds.** In cases where the budget is fully expended before a final candidate is in place, additional budget may be requested in writing by the hiring department:
   a. The hiring department must submit the following to the Business Manager of the Provost (be sure to note the Reference Code for the search in the email subject line and on all documents submitted):
      i. A report exhibiting how the base budget that was originally provided for the search was spent.
      ii. A list of the anticipated expenses and estimated amounts equaling the additional budget being requested.
   b. The request will be reviewed and the decision will be sent in writing to the person listed as the primary search contact, the Department Chair and the Dean.

5. **Search Failure.** If a search did not result in the successful hiring of a candidate, the options are as follows:
   a. **Request to Continue the Search.** Approval to continue the search using the same search criteria may be sought via an email to the Business Manager of the Provost. If search funds remain from the failed search, the remaining funds may be used to support the search for the ‘restarted’ search.
      i. Once a candidate is selected, proceed to the SEARCH CLOSE/CANCEL section of this document.
   b. **Request to Hire a Visiting Faculty Member.** If a Visiting faculty member is needed to temporarily fill the vacancy, approval to conduct a search for the Visiting faculty member may be sought via an email to the Business Manager of the Provost. If search funds remain from the failed search, the remaining funds may be used to support the search for the Visiting faculty member.
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i. Once a candidate is selected, proceed to the SEARCH CLOSE/CANCEL section of this document.

c. **Change Criteria and Begin a New Search.** The existing search needs to be cancelled and authorization to conduct new search needs to be requested. Proceed to the SEARCH CLOSE/CANCEL section of this document to Cancel the existing search; submit a new *Search Request Form* to seek authorization to conduct the new search.

d. **Discontinue the Search.** This is considered a Cancellation of the search. Proceed to the SEARCH CLOSE/CANCEL section of this document.

**SEARCH CLOSE/CANCEL**

Once a search is either being closed because a final candidate has been hired, or cancelled for any reason, the Office of the Provost must be notified and final steps need to be taken.

1. **Closing a Search.** If a search is being closed because a final candidate has been hired, the following documents must be submitted in writing to the Office of the Provost within 15 business days of the date the selected candidate signed the acceptance letter:
   
a. A *Search Final Expense Summary Form*.
      
      i. Any remaining search funds provided by the Provost will be removed from the account to help fund other searches.
   
a. A copy of the final approved and signed Letter from the Provost.
      
      i. The letter may be obtained from the hiring Dean or Department Head.
      
      ii. Reimbursement of expenses related to moving or relocation is not guaranteed. Prior written approval must be received from the Provost before any funds are committed from the Academic Search account.

2. ** Cancelling a Search.** If a search is being cancelled for any reason, a completed *Search Final Expense Summary Form* must be submitted to the Business Manager of the Provost.
   
a. Any remaining search funds provided by the Provost will be removed from the account to help fund other searches.