



COLLEGE OF ARTS AND SCIENCES – FACULTY SEARCH POLICY

UPDATED  
July 2022

The College typically provides the following central funding for new tenure-track faculty recruitment.

\$4,000 Recruitment Source Expenses  
4,500 Candidate Campus Visit Expenses  
**\$8,500 Total Allocation Single Position Search**

If a department is searching for more than one position simultaneously, the recruitment source allocation (e.g., advertisements, conference pre-screening, postage, mailings) will be reduced to \$1,000 for additional positions. The total allocation for each additional position would be limited to \$5,500 per position. This assumes that recruitment is via the same journals, meetings, mailings, etcetera. Please note that advertisement for a job opportunity for which the Labor Certification (PERM) process is sought (e.g., permanent residency sponsorship), must be posted for, at least, thirty calendar days on an electronic or web-based national professional journal's website (or in print). Please be mindful that the advertisement should include the job title, duties (e.g., teaching, research, etc.) and requirements (e.g., Masters or Ph.D. in \_\_\_\_). In addition, the advertisement shall show evidence of the start and end dates of the advertisement placement and the text of the advertisement. Furthermore, the advertisement must come from a national professional journal as opposed to a national job search website (e.g., UM Careers website, Career Builders, Monster, etc.).

After all expenses have been processed, funding can be requested by the department via a journal entry, up to the amount noted above. Department chairs and senior staff are responsible for monitoring expenditures in these accounts and ensuring that accounts do not exceed the amounts noted above. In the event search expenses are projected to exceed authorized funding, the chair should contact the appropriate Senior Associate Dean to determine appropriate action. Unauthorized deficits in these accounts will be the responsibility of the individual department/program.

Recruitment source costs include advertisements in professional journals and travel for departmental faculty to professional meetings where pre-screening of candidates may occur. The allocation for candidate travel is based upon bringing three candidates to campus, although a further candidate may be invited. Departments who do not send faculty to professional meetings to pre-screen candidates may have sufficient funding available to bring an additional candidate to campus, if needed.

Travel arrangements must be made by the department in accordance with UM travel and reimbursement policies. Additional information can be found at <https://umiami.policystat.com/policy/9607266/latest/> and <https://umiami.policystat.com/policy/6268281/latest/>). Departments can obtain a travel card to direct bill the candidate's airfare via the University of Miami Travel Portal (<https://travel.miami.edu/business-travel/book-business-travel/index.html>).

Similarly, the University has direct-bill arrangements with several hotels in the area. Departments should make the reservations and arrange for the hotel to send the invoice to the department. At that time, the hotel should be instructed to bill your account ONLY for the hotel charges. Any incidental expenses (phone calls, meals, etc.) should be paid by the candidate at checkout. A purchase requisition for the hotel must be submitted in Workday at the time of the reservation, not after the candidate's stay. When appropriate, an expense reimbursement can be submitted in Workday after the trip, with receipts and documentation/explanation to request reimbursement.

The campus visit allocation assumes reasonable expenses for small group meals when University policies are followed. Appropriate miscellaneous search-related expenses to be charged to this account include airport shuttle, parking for candidate, and light refreshments at reception/meeting with students or following a lecture. The following expenses require prior approval from the appropriate Senior Associate Dean, and, in the case of spousal expenses, from the Office of the Provost as well: candidate car rental (directly involving department faculty in transporting the candidate is a good recruitment tool), travel or meal expenses for spouse/family member.

The following expenses have been billed to faculty search accounts in the past and are not considered appropriate for reimbursement: UM faculty spouse meals, admission to local attractions, in-room movies, personal long-distance charges for candidates, miscellaneous beverages/snacks.

**Please note that pandemic-related guidelines may supersede travel and entertainment policies. It is the responsibility of each department to ensure all policies, including COVID-19 safety protocols, are followed.**