



COLLEGE OF ARTS AND SCIENCES – FACULTY SEARCH POLICY

UPDATED

9/7/2011

Fiscal Policies and Procedures for Regular (Tenure-Track) Faculty Searches

The College will normally provide 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 (advertisements, conference pre-screening, postage, mailings) will be reduced to \$1,000 for additional positions, i.e., 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, etc. Please note that if we want the possibility of hiring someone who might seek permanent residency without the necessity of a second good-faith search in Department of Labor regulations require that advertisements for tenure-line faculty searches appear in at least one *print* version.

Funding will be transferred to the department/program faculty recruitment account according to the formula above. Department chairs are responsible for monitoring expenditures in these accounts and insuring that accounts do not run a deficit. In the event that 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 on 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 or two to campus if needed.

To insure least cost airfare, travel arrangements must be made by the department, in accordance with UM travel policies, and through approved University travel agencies. Departments can obtain a travel card to direct bill the candidate's airfare, thereby eliminating the need for candidates to cover the cost in advance and duplication of paperwork for reimbursements.

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. When appropriate, a BERF can be submitted after the trip, with receipts, documentation/explanation to request reimbursement.

The campus visit allocation assumes reasonable expenses for small group meals. Appropriate miscellaneous search expenses to be charged to this account include airport shuttle or parking for candidate, local calls from hotel, light refreshments at reception/meeting with students or following a lecture. The following expenses require prior approval of the appropriate Senior Associate Dean, and in the case of spousal expenses, of the provost's office 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 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.