

College of Arts, Humanities and Social Sciences Policy on Faculty/Staff Search Expenses

1. College allotment of funds for faculty and staff searches are subject to audit by the Dean.
2. As a general rule, the following expenses shall be allowable for searches out of College funds:
 - a. Advertising of the position.
 - b. Phone and postage charges used for interviews and communication with potential candidates and references.
 - c. Air fare/mileage for the candidate.
 - d. Lodging for the candidate.
 - e. All candidate meals (cost of alcohol is not included).
 - f. Any costs incurred by the candidate for on-site preparation of materials (photocopying, etc.).
 - g. Reimbursement for one meal per candidate with search committee (limited to 3 faculty).
 - h. Reimbursement for one meal per candidate with department chair.
 - i. Reimbursement (at standard mileage rate) for transportation costs incurred by faculty while hosting the candidate (transportation to and from campus, area tour, parking fees at airport).
3. The total amount of search expenses reimbursed in Section 2 is subject to the amount budgeted for each search.
4. Any other expenses are the responsibility of the individual department.
5. Departments may apply to the Dean for additional funds for expenses in Section 2 that exceed the amount budgeted for each search on a case-by-case basis.

Approved by the CAHSS Council of Chairs, October 18, 2005