

Guidelines for Recruitment

Prior to attending professional association recruiting/interviewing conferences or bringing tenure-track candidates to campus, please contact the DOF/VPAA office to discuss a department search plan. Include in the plan the position particulars, the number of faculty expected to participate at the conference, as well as an estimated budget and timeframe.

Generally no more than two faculty should plan to attend departmental association recruiting conferences to recruit for one position; a maximum of three for two positions. In instances where a conference interview has taken place, the number of candidates brought to campus should be kept to three for tenure-track positions.

For contingent positions in which candidates must travel, it is expected that the top choice be brought in for an interview. If this candidate is suitable, an offer can be made. If this candidate is not suitable, one more candidate can be brought to campus for an interview.

When either the DOF/VPAA and/or ADOF are expected to interview a candidate, an interview date/time must first be secured on the DOF/VPAA's or ADOF's calendar prior to extending an invitation to a candidate.

TRAVEL:

INTERNAL CHARGES:

When using the Dining Hall or Spa, the appropriate RECRUIT SCIP card must be used to assure that charges be applied to the proper account lines. On occasions when students are asked to take candidates to lunch/coffee, the same rule applies. Meal tickets can be purchased in advance using the SCIP Recruit; please contact the DOF/VPAA's office for more information.

MISCELLANEOUS EXPENSES:

Requests for reimbursing candidate and employee expenses must be submitted on either a travel Expense Report form or a Check Request form and SIGNED by the person claiming reimbursement. The paperwork should be forwarded to Sue Blair, in the Dean of Faculty/Vice President for Academic Affairs office for approval. Please make sure original, itemized receipts for all items are included.