

## ACADEMIC AFFAIRS POLICY LETTER

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May 15, 2001

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### RECRUITMENT BUDGET POLICY AND PROCEDURE

#### **POLICY:**

The purpose of this policy is to streamline the centralized reimbursement of recruitment expenses to academic units and to encourage the recruitment of a diverse candidate pool consistent with our commitment to the goals of an affirmative action employer.

Expenses incurred during recruitment to fill full-time vacant positions will be reimbursed on a per position basis at the amount shown below:

- Local Search                                 \$ 250.00
- State Search                                   \$1,000.00
- National Search                               \$3,000.00

Upon appropriate request and approval, the funds will be transferred to the designated recruiting account within each college. If a search is fully completed for less than the allocated recruiting budget, the unused dollars can be kept by the college. Conversely, if the search requires additional budget, it is the responsibility of the college to provide that additional funding. However, if a search is suspended, any unexpended recruiting funds are to be returned to the Office of the Vice President for Academic Affairs.

#### **PROCEDURE:**

Within two (2) weeks of presidential approval of the Hiring Approval Form (HAF), the request for recruiting dollars should be sent (via Lotus Notes) to the Operations Analyst in the Vice President's office. This request must include the following information:

- Position Number
- Position Title
- College and/or Department
- Date HAF was approved by the President
- Type of search (local, state, or national)
- Account number for transfer

Upon Vice Presidential approval, the appropriate dollar amount will be transferred, and a confirmation note will be sent stating that the transfer has occurred.