

## 2024-2025 Faculty Searches: Protocols and Budgets

August 2024

### **SEARCH BUDGETS**

For 2024-2025, \$7,500 is allocated per (non-proviso) tenure- or teaching- track search, from central funds. (Proviso searches should be charged to the proviso, though the following guidance still applies.)

Search funding is intended to cover advertising and three (up to four, with approval) finalist visits. The following guidance speaks to each area of potential spending in detail. Any expenses over \$7,500 will need to be covered by School funds. Additionally, if costs for any individual's hotel, meals, etc. go over the allowable per diem rates, these will need to be covered by the School's discretionary funds. Suggested policies to review are included at the end of this document.

The funds will be managed by the School and deposited into your GOF worktags as limited funds under the activity tag **AC111180 Tacoma | Faculty Search Costs**. To ensure accurate reporting and accounting of search funds, the activity worktag should be used when you are charging search costs to your budget.

These funds are specifically for **approved tenure- and teaching- track searches** and may not be used or applied towards other purposes. Unused funds will be swept at the end of the fiscal year.

### **ADVERTISING**

Competitive, multi-year faculty positions require a job advertisement in the Chronicle of Higher Education. UW Tacoma Academic Affairs purchases a package annually that permits unlimited basic postings. To increase diversity of applicant pools, UWT now also uses the chronicle's "diversity booster" for competitive, multi-year positions. This results in approximately an additional \$235 per ad; This \$235 expense will be charged to your School's search budget, but the base cost for the advertisement in the Chronicle will not. Please make note of this for your accounting of search expenses.

For teaching- and tenure-track positions, UWT Academic HR will continue to post ads in the Chronicle of Higher Education, and will order the diversity booster package, on behalf of all units. Further advertising, outside of the Chronicle booster package, and especially in field-specific venues, is still highly encouraged as a best practice to build a large and diverse pool of applicants.

### **CANDIDATE VISITS**

UW Tacoma will only hire for positions that are approved on our UW Tacoma Hiring Plan. Each tenure-track or teaching-track search is expected to invite three finalists to campus (a minimum of two finalists is required for a competitive recruitment). Visits should be scheduled as soon as possible following EVCAA approval. This will help keep flight costs manageable.

Search coordinators should create a folder for each search, and within that folder create a subfolder for the person selected for a campus visit. These should be housed in the Faculty Searches folder in your School's AHR S: Folder. This is where A3 forms, search reports, and all receipts are to be placed.

**A3 form:** With the current state of Enhanced Monitoring for our campus, it is now required that a copy of all approved A3 FORMS be sent to [uwtcta@uw.edu](mailto:uwtcta@uw.edu) and [amg95@uw.edu](mailto:amg95@uw.edu) (Armando Martinez) prior to the booking of flights/lodging for candidates. This is for reconciliation purposes. If the fully-approved A3 FORM is not on file at the time of a reservation, the CTA will not be authorized for payment.

## **GUIDELINES and POLICIES FOR CANDIDATE TRAVEL**

**Airfare:** The finalist will purchase their own airfare and be reimbursed. Airfare costs should generally be capped at about \$800.

**Hotel:** The search coordinator in the School can work with UW Tacoma Procurement to reserve hotel accommodations, as UW Tacoma has partnerships with local hotels to schedule and pay via a CTA. There is a two night maximum on candidate hotel stays, depending on where candidates travel from. All hotel reservations must be within the per diem rates. If a candidate lives within 50 miles of UW Tacoma, hotel costs are not covered.

**Transportation/Parking:** The search coordinator in the school may schedule and pay for an airport shuttle, using a procard. The alternative is the candidate pays for a rental car, taxi, or uses a rideshare app and submits a receipt for reimbursement. Mileage and parking for candidates who live within a 50 mile radius of campus may be reimbursed.

**Meals/Food:** Candidate meals are covered during their visit, within the allowable per diem rates and following UW policies regarding meals based on start/end dates. All food policies must be adhered to and food forms must be submitted at minimum, 7 days in advance.

**Video Recordings:** Teaching demonstrations and/or public presentations should be recorded, based on the norms of the unit.

**Receipts:** All receipts should be uploaded to the candidate's folder in your School's AHR S: folder for searches.

**Moving Expenses:** Moving or relocation payments, if allowable, are funded from a separate pool of funds, not from search costs. Moving expenses are not provided for one-year positions, nor for local hires not requiring a relocation.

## **TRAVEL AND FISCAL POLICIES – UNIT RESPONSIBILITY**

It is each unit's responsibility to review and abide by all relevant UW and UWT travel and fiscal policies. A selection of relevant policies to review follows, for your convenience (next page).

## **TRAVEL AND FISCAL POLICIES**

It is each unit's responsibility to review and abide by all relevant UW and UWT travel and fiscal policies. The below represents a selection of policies that may be relevant to your search expenses. Consult with fiscal services if there are any questions regarding the below or other relevant fiscal/travel policies.

*It is recommended that units share these policies and any internal School processes with anyone who may incur expenses related to the search and later seek reimbursement, such as department chairs, search committee members or chairs, and other administrators responsible for travel and/or food procurement.*

### **TRAVEL AND LODGING, GENERALLY:**

- Prospective Employee Travel: [finance.uw.edu/travel/ProspSabbConsultTravel](https://finance.uw.edu/travel/ProspSabbConsultTravel)
- UWT Fiscal Services webpage with travel information and UWT Central Travel Account for lodging: [tacoma.uw.edu/fa/finance/travel-services](https://tacoma.uw.edu/fa/finance/travel-services)
- Airfare: [finance.uw.edu/travel/airfare](https://finance.uw.edu/travel/airfare)
  - Note: requirements for itemized itinerary/receipt, economy class ticket, no upgrades
- Ground Transportation: [finance.uw.edu/travel/netid-GroundTransportation](https://finance.uw.edu/travel/netid-GroundTransportation).
- Other policies can be found in the travel Policy index: [finance.uw.edu/travel/policyindex](https://finance.uw.edu/travel/policyindex)

### **CANDIDATE REIMBURSEMENT FOR MEALS:**

- Daily meal per diem rates and policy: [finance.uw.edu/travel/perdiem](https://finance.uw.edu/travel/perdiem).
  - Note: travelers are not automatically eligible for the full per diem rate every date of travel; eligibility for the number/types of meals follows travel status: [finance.uw.edu/travel/meals](https://finance.uw.edu/travel/meals)
  - If a candidate has a meal paid for by the department or by someone else, that meal is NOT eligible for per diem, and should be removed from that day's per diem allocation.

### **MEETINGS/EVENTS WHERE REFRESHMENTS OR MEALS ARE PROVIDED:**

- UW Food Form and policy: [tacoma.uw.edu/fa/finance/procurement#permalink-29131](https://tacoma.uw.edu/fa/finance/procurement#permalink-29131)
  - Note: *advance* approval is required, please plan accordingly.

### **NONREIMBURSABLE EXPENSES & PERSONAL TIME:**

- Non-Reimbursable Expenses: [finance.uw.edu/travel/nonreimbursable](https://finance.uw.edu/travel/nonreimbursable)
- Personal Time: <https://finance.uw.edu/travel/personal>