

Memo

To: Academic Department Heads
From: Claudia Beversluis, provost
Subject: **Faculty Recruitment Expenses**
Date: October 23, 2009

Although we expect relatively few faculty searches this year, it is once again important to remind all chairs of the financial guidelines for faculty searches. Faculty recruitment is a significant cost for the college, so it is important for us to manage these costs carefully. Just in brief, let me highlight three features of our guidelines:

- 1) With the exception of moving expenses, recruitment costs are managed through the recruitment budget in the Provost's Office.
- 2) All travel for candidates should be booked through the Carson Wagonlit (Calvin Travel) office on campus.
- 3) One area of significant cost that we ask your help in controlling is meals with candidates. Candidates may be entertained at dinner by the chair (or substitute) plus a maximum of two other members. The college will not cover the dining costs for larger groups. Please try to stay close to the college guidelines of \$25 maximum per person for dinner including tax and tip. There may be rare occasions that you will need to go over that a bit in a competitive recruitment situation.

Please keep my assistant, Donna Anema, informed of all candidates invited to campus, so she can identify their requests for payment. Thanks in advance for your stewardship of these resources.

I. Travel/ Lodging / Meals

A. Travel - Account #1-1-01410-58100

1. Air Travel

Departments or candidates should make air travel arrangements through Calvin Travel on campus, x 6-6810 (Toll Free 888-534-6810). Calvin Travel should be advised to apply charges to the **Calvin recruitment** credit card and be given the name of your academic department. Please give Donna Anema the name of each person authorized to travel at the college's expense for the purpose of recruitment so there is no problem with authorizing charges to the recruitment account.

2. Land Travel

Departments should complete a travel expense report form. Attach supporting receipts/invoices and forward to Donna for signature as budget officer. (This form is available on the web at www.calvin.edu/admin/fsrv/forms/.)

B. Lodging

For **all** lodging needs, contact Bea Bennink, x 6-6280, in the Office of Conferences and Campus Events. She will arrange lodging on campus, if it is available, or at a local hotel with which we have a discount arranged. Please also advise her that the room is for a faculty candidate and the name of your department to insure correct posting of the charge to the recruitment account directly.

- C. Meal Charges - Account #1-1-01410-56900
1. On-campus (preferred): the departmental representative should contact Donna for meal tickets or catering authorization.
 2. Off-campus (alternative which should be used with discretion)
Limit to the chair and two representatives from the department at inexpensive to moderately priced restaurants. When possible the charges should be covered by an American Express Card. The charges reflected on the monthly American Express billing should be assigned to Account #1-1-01410-56900 Faculty Recruitment, with the candidate's name and the names of all present. The AMEX bill then should be sent to Donna for her signature as budget officer. If the charges cannot be covered by American Express, the department should complete an internal check request form. Attach supporting receipts/invoices www.calvin.edu/admin/fsrv/faculty&staff/purchasing/reimbursement_policy&procedure.htm and forward to Donna for assignment of account, signature, and payment.

II. Advertising - Account #1-1-01410-51000

- A. Academic Deans – general advertising. The college places advertisements for all open positions in several periodicals.
- B. Department Chairpersons - selective advertising
1. Review price and format with academic dean for **prior approval**.
 2. Complete an internal check request form. Attach supporting receipts/invoices and forward to appropriate academic dean for authorization.
 3. The academic dean is to forward the internal check request form and supporting documentation to Donna for signature and payment.

III. Moving Expenses - Account #1-1-01410-56905

This portion of the recruitment budget is handled by Dorothy Britton manager of benefits and compensation in Human Resources.

- A. A full statement of the current policy is available on line at www.calvin.edu/admin/hr/forms/benefits/moving_policy.pdf.
- B. Manager of Benefits and Compensation:
- Negotiates Calvin contracts with movers.
 - Authorizes candidates to make arrangements to move themselves, if costs are less than fully covered by Calvin and/or if candidate has access to a better moving contract. Calvin will cover costs up to the amount of the estimate given by the college mover.
 - Approves receipts and invoices for moving costs.

IV. Recruitment of candidates who enhance diversity.

- A. Hiring guidelines developed by the Multicultural Affairs Committee are available at www.calvin.edu/admin/provost/multicultural/documents/guidelines.pdf.
- B. Departments are encouraged to explore a variety of networks in seeking faculty who would enhance diversity. In this context, a departmental representative may attend an additional conference to do recruiting. **Prior** approval by the academic dean is required for reimbursement of these expenses from the recruitment account.