

Updated: September 2021

FACULTY SEARCH EXPENSE GUIDELINES

The following guidelines are intended to help departments manage the various categories of search expense:

- Advertising expense (job ads on websites and in print)
- Search committee expense (travel to professional meetings to interview candidates)
- Candidate travel (finalists' travel to campus)
- Campus visit expense (accommodations and meals during campus visits)

The goal is to ensure that we conduct our searches effectively and successfully while making the best possible use of the college's resources during the process. Search committee chairs should consult with the Provost's Office at each stage of the search to discuss the estimated costs of advertising, search committee travel, candidate travel, and candidate meals and entertainment during their visits.

Advertising

As a general rule, the college will place ads in the websites and journals where we will realize the greatest return on our (limited) advertising dollars. The Office of Human Resources will post the ad on the Beloit College website. The Provost's Office, in collaboration with the search committee chair, will be responsible for posting job ads in the other agreed-upon websites and journals.

Search committee expenses

For tenure-track searches:

- If the search committee plans to travel to a professional meeting for the purpose of interviewing candidates, the Provost's Office will fund up to three individuals' travel expenses (the search committee chair plus two colleagues).
- Before making travel arrangements, the search committee chair must let the Provost's Office know which search committee members will be traveling to interview candidates.
- Please keep dining costs in mind while attending the conference. While conference attendance is a valuable opportunity to spend time with colleagues, this is also an area where we can reduce our search expenses.
- Within ten days of their return, search committee members must submit their expense reports to the Provost's Office. Expenses that have been charged to Beloit College credit cards must be submitted to the Provost's Office promptly upon receipt of the credit card statement.

For non-tenure track searches:

Travel to a professional meeting for the purpose of interviewing candidates is not appropriate for non-tenure-track searches.

Candidate travel

For tenure-track searches:

The committee may invite three finalists to campus.

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For non-tenure-track searches:

The department may invite up to two finalists to campus. Visits may be done concurrently, or sequentially (i.e., the second candidate is only invited if the first candidate is not viable or turns an offer down)

When finalists have been approved and their campus visit dates have been established, the chair of the search committee, with support from the academic coordinator assigned to their department/program, will arrange the candidate's visit schedule, including travel arrangements. The schedule should include a 30-minute meeting with the Associate Dean.

- As a general rule, candidates will fly into O'Hare Airport and take the Coach (Van Galder) shuttle to and from South Beloit. Bus tickets can be purchase online, and are not specific to a particular day or time.
- Candidates will be reimbursed for any out-of-pocket travel expenses they incur (mileage, airport parking, etc.)

Campus Visit Expenses

The Provost's Office (Lisa Litchman) can make the candidates' lodging arrangements, or departments may do so directly. .

- Candidates will typically stay at the Ironworks Hotel or Hotel Goodwin; charges can be billed directly to the Provost's Office. Please be sure to mention that the stay is for Beloit College business when booking.
- Tenure-track candidates generally stay in Beloit for two nights: the night before the campus visit, as well as the night of the campus visit.
- Candidates for visiting positions typically stay in Beloit for one night.

While a candidate is on campus, search committees use meals as opportunities for department faculty and interested students to meet with the candidate. Most of these are informal and inexpensive; for example, breakfast at Bagels & More with a faculty member, or lunch at Commons with interested students. [NOTE: Please check COVID-19 visitor policies with respect to dining on campus before scheduling on-campus meals].

As a general rule, the department will entertain each candidate at one dinner. The dinner may include some or all members of the search committee (including students) or others as the committee sees fit. The budget for this dinner should be limited to \$200. If the candidate will be in Beloit on the night before the campus visit, the search committee chair and one additional colleague may take the candidate to dinner at an inexpensive restaurant, or entertain the candidate with a reception at a search committee member's home if they prefer.

After a candidate's visit, the search committee chair should promptly (within 10 days) submit requisitions for entertainment expenses to the Provost's Office (Lisa Litchman) for reimbursement. Itemized receipts are required for substantiation and must include names of attendees. If a Beloit College credit card is used, expenses must be submitted to the Provost's Office promptly upon receipt of the credit card statement