



## Faculty Interview Budget Procedures

---

- Transfer \$2,300 per a tenure track position and \$1,600 per a temporary faculty position to the department's budget (fund center) based on their request. Submit one (1) for each position number.
- The Search Chair will complete a Faculty Search Funds Request Form and have it approved by their respective Dean.
- Forward this form to the Provost Office once the interview pool has been certified by social equity. The Provost Office will verify the certification with Social Equity, and request the Budget Office to transfer the funds to the specific department accordingly.
- The department agrees to utilize the funds for search expenses for a minimum of three candidates. These funds do not include the expenses for advertising the position, but only the expenses for the actual interview process.
- Reimbursements to candidates is through direct pay form with attached itemized receipts. Payments to entities (such as hotels) will be generated through purchase requisitions by the department using their fund center via SAP. Copies of the purchase requisition along with original receipts will be sent to the Purchasing Department.
- The Department chair releases and approves the purchase requisitions in SAP, and the Dean releases any requisition in excess of \$500.00. The Purchasing Department will convert the requisition into a PO, and forward the PO and receipts to the Accounts Payable office for payment.
- Reimbursements to employees will be processed via a check requisition form completed by the department and approved by the department chair with itemized receipts attached for approval. The Dean must approve any check requisition in excess of \$500.00 and all reimbursements to the department chairperson. The signed forms and receipts will be forwarded to the Accounts Payable office for payment.



# Faculty Search Funds Request

THIS FORM MUST BE SUBMITTED IN ORDER FOR FUNDS TO BE TRANSFERRED TO THE DEPARTMENT'S FUND CENTER

- **Please submit one form per position.**
- Submit this request to the **Department Dean** and the **Provost's Office** after the interview pool has been certified by Social Equity.
- The department agrees to utilize the funds for search expenses for a minimum of three (3) candidates. The funds will be transferred to the department's cost center. All search related expenses will be coded to the department's cost center.

***This form is due to the Provost's Office prior to any candidate's arrival to campus for interviews.***

## POSITION INFORMATION (\*REQUIRED FIELDS)

\* Department: \_\_\_\_\_

Nature of position:  **Tenure Track position**  **Temporary position**

Amount to be transferred:  **\$2,300 Tenure Track**  **\$1,600 Temporary**

\* Position Title: \_\_\_\_\_

Position #: \_\_\_\_\_

## DEPARTMENT INFORMATION

Search Committee Chairperson: \_\_\_\_\_

Number of Candidates: \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Requested by: \_\_\_\_\_ \* Phone \_\_\_\_\_

\* Cost Center: \_\_\_\_\_ Request Amount: \_\_\_\_\_

## AUTHORIZATIONS

Committee Chairperson's Name (PRINT)      Committee Chairperson's Signature      Date: \_\_\_\_\_

Department Chairperson's Name (PRINT)      Department Chairperson's Signature      Date: \_\_\_\_\_

Dean's Name (PRINT)      Dean's Signature      Date: \_\_\_\_\_

### (OFFICIAL USE ONLY)

*Certified with Social Equity:* \_\_\_\_\_  
*Date* \_\_\_\_\_

*Transfer From/To:* \_\_\_\_\_ *To:* \_\_\_\_\_

*Transfer Completed:* \_\_\_\_\_  
*Date:* \_\_\_\_\_ *Initial:* \_\_\_\_\_