

POLICY STATEMENT

Responsibility for Expenses Associated with Interviewing Candidates for Tenure-Track Appointments in the College of Agricultural Sciences

The unit leader should present the vitae of professional candidates chosen for an interview to the Dean and seek approval to contact these individuals and to set up on-campus interviews.

Expenses, as defined below, incurred in interviewing candidates for tenure track faculty (assistant, associate, and full professor) in the College of Agricultural Sciences will be the responsibility of the College. Expenses associated with interviewing candidates for all other positions must be covered by the administrative unit to which the position is assigned. Specific responsibilities for funding expenses associated with the interviews are as follows:

1. The Dean's Office will reimburse administrative units for the travel expenses for one trip to University Park for up to three candidates. Unless prior approval is sought from the Dean, the administrative unit will be responsible for all expenses incurred for additional candidates, and additional interview trips for a single candidate. Expenses covered by the Dean's Office will include:
 - a. Candidate Transportation (excluding transportation to and from airport—unit's expense)
 - b. Candidate Meals
 - c. Candidate Hotel bills
 - d. Candidate Parking fees

The candidate should pay these expenses (other than air travel, which should be direct-billed or charged to appropriate unit purchasing card) and then submit a travel support form through ERS to the academic unit involved. The academic unit will process the travel support form and initially pay all expenses from unit budgets. After all interviews are completed, a typed summary of travel expenses and copies of all documentation should be sent to Bambi Gates, RM 207 Ag Admin, for the Dean's Office approval and for reimbursement through a single budget amendment. Keep in mind to charge these expenses on general funds, for that is where the budget amendment must be processed to.

The academic unit is encouraged to make room reservations for all candidates at the Nittany Lion Inn. These charges can be billed directly to the academic unit. If a candidate is housed elsewhere, then he/she must pay the room charges and recover expenses using the appropriate financial form.

2. The unit is responsible for the advertising costs for the faculty search which is coordinated through the College's Human Resource Office.
3. The Dean's Office will not reimburse administrative units for costs associated with group meals and other incidental expenses that result from the interview process. The administrative unit will be responsible for arranging payment for these expenses. Such expenses incurred at locations other than the Nittany Lion Inn must be paid by the host and recovered by filing an ERS Report.
4. Units are responsible for costs associated with photocopying and mailing of materials and videotaping candidate seminars.
5. The Dean's Office will reimburse the administrative unit for the moving expenses for new faculty. Moving expenses for new employees should not normally exceed \$10,000 (See attached HR-73, Payment of Moving Expenses for Certain Members of the University Faculty and Staff). If the amount of the move will exceed \$10,000, the unit must obtain prior special written approval from the Controller through Brian Mauersberg (206 Ag Admin). The Dean's Office will only reimburse up to \$10,000; the department is responsible for any amount above and beyond. The College Human Resources Office and academic units will coordinate the move with the new employee and the

University's Purchasing Department. When the move is complete, send request and copies of documents to Bambi Gates (RM 207 Ag Admin) for Dean's Office approval and reimbursement through a single budget amendment. Again, these expenses should be charged on general funds so the budget amendment may be processed.

6. Expenses for any other travel and/or visits to the campus made after an offer is accepted by the successful candidate must be covered by the administrative unit and appropriately reported on the Moving Expenses Support Form.
7. All expense reimbursement requests must be made within the same fiscal year and no later than 6 months of the expenses occurring. Requests received after this time frame will not be reimbursed.

2/8/10