

McMicken College of Arts and Sciences
New Faculty Recruitment Policy and Procedures
Effective July, 2013

The academic unit is responsible for the recruitment budget and expenditure documentation during the search process in accordance with the university's financial policies.

Recruitment Package:

	Tenure-Track	Educator
Recruitment	<u>\$3,300</u>	<u>\$300</u>
Moving	<u>\$0</u>	<u>\$0</u>

* Effective FY12, may be funded at department's discretion as college funding is discontinued
Start-Up Choice of desktop or laptop computer per UCIT standard models

The recruitment package is available regardless of funding source for the position but excludes local hires and track changes

1. Group A Eligible Titles: \$3,300 per search

- Professor, Associate Professor, and Assistant Professor
- Research Professor, Research Associate Professor and Research Assistant Professor

Recruitment	<u>\$3,300</u>
Moving	<u>\$0</u>

Effective FY12, may be funded at department's discretion as college funding is discontinued
Start-Up Choice of desktop or laptop computer and laser printer (printer per department approval)

2. Group B Eligible Titles: \$300 per search

- Educator-Professor, Educator-Assistant Professor, Educator-Instructor (excludes conversions from another faculty appointment)

Recruitment	<u>\$300</u>
Moving	<u>\$0</u>

Effective FY12, may be funded at department's discretion as college funding is discontinued
Start-Up Choice of desktop or laptop computer and laser printer (printer per department approval)

3. Departmental Responsibility for Search Expenditures:

- Actual recruitment costs will be reimbursed up to the recruitment allowance provided. Exceptions can be made on a case-by-case basis. The college business office will review expenditures incurred on departmental user-defined cost center 715XXXXX951 and transfer funds to cover actual expenditures. Please code recruitment expenses appropriately to ensure the department will receive reimbursement. The department heads, search committee chairperson, and staff member making interviewing arrangements will need to consult with one another to manage the budget allocated.
- When incurring recruitment expenses, the recruiting department must use:
 1. Departmental overhead account
 2. User-defined cost center 715XXXXX951
 3. Suggested GL's

GL 530701	Non-employee travel
GL 530401	Refreshments & Meals
GL 530400	Meetings/Seminars/Events
GL 530903	Advertising

4. Advertising Costs: Advertising costs are allowable from the recruitment allocation.

5. Research Funds: Responsibility of departments and where appropriate, the VP for Research when significant start-up costs are needed

6. Recruitment Reimbursement Guidelines:

1. The department head shall approve candidate TA's and reimbursement as well as all other reimbursement of expenditures charged to the departmental recruitment account. In order to claim reimbursement for recruitment expenses, refer to the financial policies listed below. These policies can be found at the following link: <http://www.uc.edu/af/policies/>

- Policy 2.1.1 – Alcohol Purchases
- Policy 2.1.26 – Relocation Expenses
- Policy 2.1.3 – Entertainment Expenses
- Policy 2.1.4 – Meal Expenses
- Policy 2.1.6 – Travel Expenses

Note:

-Detailed original receipts are required for reimbursement of all employee recruiting expenses.

-All alcohol purchases require pre-approval:

-Department heads have been given signature designee authority by the dean. If the department head is purchasing the alcohol, the dean's signature is required on the pre-approval form.

-Alcohol purchases can only be charged to discretionary gift or discretionary expendable endowment funds. Alcohol charges cannot be charged to overhead since it is a designated fund.

-Meal, alcohol and gratuity for the candidate cannot exceed \$56 per day unless a pre-approval or an exception is approved by the dean.

-Link to Pre-Approval Form:

<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>

-Link to Exception Form:

<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/polexcept.pdf>

2. P-Card Expenses

- Refer to the Purchasing Card Policies and Procedures Manual at <http://www.uc.edu/about/policies/> for allowable uses of the P-Card.
- It is a violation of University policy to allow anyone else to use your P-Card. Never loan your P-Card or P-Card account number to anyone.