Search budget:

Departments/programs should submit a search budget to the Office of the Dean of the Faculty, listing best estimates of expenses for the following, subject to a maximum total of $6,000.

1) Advertising – where/when/total cost (other than the Chronicle of Higher Education – note that all faculty positions will automatically be posted for 60 days on the ChronicleVitae website).

2) Travel by department members – Depending on departmental/disciplinary practices, departments may wish to consider sending members (no more than two) to professional meetings for recruiting purposes for tenure-track searches. For faculty members who go to meetings for such purposes, the Dean of the Faculty recruiting budget will pay for travel, registration, and reasonable lodging. Please provide details of these costs. Note that department members will need to send the Travel Request Form to Patricia Moody, Director of Academic Finance in the Dean of Faculty’s Office, before they travel for recruiting purposes.

3) Candidate travel expenses for campus visits – The College will reimburse candidates for all transportation expenses related to their on-campus interviews. As much as possible, departments and programs should arrange and pay for candidates’ travel directly. Departmental credit cards should be used to purchase plane or train tickets. Please provide an estimate of the total costs. (We recognize that this may be difficult to do a priori, due at least in part to the volatility of airfares.) See reimbursement for campus visit procedures.

4) Hospitality for candidates while in Hartford – The chair of the search committee should arrange for lodging for the candidates, using the Smith House whenever possible. If off-campus lodging is necessary, and if the hotel will not bill the College directly, a College credit card should be used, if possible. If a personal credit card is used, cardholders will be reimbursed. These cost estimates should appear in the budget for the search.

5) If a department or program feels that the situation in its discipline requires a variation from this template, the search committee chair should contact the department’s Dean to discuss the matter.