For 2021-2022, up to $7500 total per search will be funded centrally for advertising and a finalist visit.

**ADVERTISING**

Competitive searches require an external posting, at minimum, for 30 calendar days. Full-time positions require a job advertisement in the Chronicle of Higher Education or appropriate print journal.

**CANDIDATE VISITS**

UW Tacoma will only hire for positions that are approved on our UW Tacoma Hiring Plan. Each search is permitted to invite one finalist to campus. Visits should be scheduled at the earliest, 14 days from receiving EVCAA approval. This will help keep flight costs manageable.

Search coordinators should create a folder for each search, and within that folder create a subfolder for the person selected for a campus visit. These should be housed in the Faculty Searches folder in your School’s AHR S: Folder. This is where A3 forms, search reports, and all receipts will be placed.

**Flights:** The finalist will purchase their flights on their own and be reimbursed. Flight costs should be capped at about $600. For flights over $600, additional approval from Academic Affairs is required. All receipts for flights should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.

**Hotel:** The search coordinator in the School will work with UW Tacoma Procurement to reserve hotel accommodations, as UW Tacoma has partnerships with local hotels to schedule and pay via a CTA. There is a 2 night maximum on candidate hotel stays, depending on where candidates travel from. If a candidate lives within 50 miles of UW Tacoma, UW will not cover hotel costs. All hotel reservations must be within the per diem rates. All receipts/folios for hotel stays should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.

**Transportation/Parking:** The search coordinator in the School may schedule and pay for an airport shuttle, using a procard. The alternative is the candidate pays for a rental car, taxi or uses a rideshare app and submits a receipt for reimbursement. UW Tacoma will cover mileage and parking for candidates who live within a 50 mile radius of campus. All receipts for transportation and parking should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.

**Meals/Food:** UW Tacoma will pay for candidate meals scheduled during their visit, within the allowable per diem rates. UW Tacoma will not cover the costs of meals on travel days. All food polices must be adhered to and food forms must be submitted at minimum, 7 days in advance. All receipts for food should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.

**Video Recordings:** Teaching demonstrations and/or public presentations should be recorded, based on the norms of the unit. All receipts for video recordings should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.

**Moving Expenses:** Moving expenses will be funded from a separate pool of funds, not from search costs. Moving expenses are not provided for one year positions. The moving allowance is authorized by the EVCAA in consultation with the dean.