2022-2023 Faculty Searches: Protocols and Budgets  
September 2022

For 2022-2023, $7,500 is allocated per search, however if additional funds are needed, up to $10,000 maximum is available. The search will be funded centrally for advertising and allows up to three finalist visits. Any expenses over $10,000 will need to be covered by School funds. Additionally, if costs for hotels, meals, etc. go over per diem, these will need to be covered by a School’s discretionary funds.

Central Search Budget Number: 06-0323

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. Broad position advertising is encouraged such as adding the booster search package through the Chronicle, and using several diversified advertising platforms.

CANDIDATE VISITS
UW Tacoma will only hire for positions that are approved on our UW Tacoma Hiring Plan. Each tenure track or teaching track search is permitted to invite three finalists to campus. Visits should be scheduled as soon as possible following 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 are to be placed.

Flights: The finalist will purchase their own flight and be reimbursed. Flight costs should be capped at about $800. For flights over $800, additional approval from Academic Affairs is required.

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 two 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.

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.

Meals/Food: UW Tacoma will pay for candidate meals scheduled during their visit, within the allowable per diem rates and following UW policies regarding meals based on start/end dates. All food policies must be adhered to and food forms must be submitted at minimum, 7 days in advance.

Video Recordings: Teaching demonstrations and/or public presentations should be recorded, based on the norms of the unit.

Receipts: All receipts should be uploaded to the candidate’s folder in your School’s AHR S: folder for searches.
Moving Expenses: Moving allowances are funded from a separate pool of funds, not from search costs. Moving expenses are not provided for one-year positions.

Please be sure to review UW and UWT travel policies. Here are a few helpful links:

- UWT Finance webpage with travel information: [https://www.tacoma.uw.edu/fa/finance/travel-services](https://www.tacoma.uw.edu/fa/finance/travel-services)
- UWT Food form and policy: [https://www.tacoma.uw.edu/fa/finance/procurement](https://www.tacoma.uw.edu/fa/finance/procurement)
- UWT Central Travel Account for Lodging: [https://www.tacoma.uw.edu/fa/finance/travel-services](https://www.tacoma.uw.edu/fa/finance/travel-services)
- Airfare: [https://finance.uw.edu/travel/airfare](https://finance.uw.edu/travel/airfare) - itemized itinerary/receipt, economy, no upgrades
- Ground Transportation: [https://finance.uw.edu/travel/netid-GroundTransportation](https://finance.uw.edu/travel/netid-GroundTransportation)
- Meal Per diem [https://finance.uw.edu/travel/perdiem](https://finance.uw.edu/travel/perdiem). Note: If a candidate was taken to a meal where someone else paid, that meal isn’t eligible for per diem.
- Meal eligibility is based upon start/end travel status: [https://finance.uw.edu/travel/meals](https://finance.uw.edu/travel/meals)
- Other policies can be found in the travel Policy index: [https://finance.uw.edu/travel/policyindex](https://finance.uw.edu/travel/policyindex)