

2023-2024 Faculty Searches: Protocols and Budgets November 2023

For 2023-2024, \$7,500 is allocated per tenure or teaching track search from central funds. Search funding is intended to cover advertising and three finalist visits, and the following guidance speaks to each area of potential spending in detail. Any expenses over \$7,500 will need to be covered by School funds. Additionally, if costs for hotels, meals, etc. go over per diem rates, these will need to be covered by a School's discretionary funds.

Central Search Worktags: (please be sure to include the PG tag).

CC100687 (Tacoma|Academic Affairs Administration)

PG103517 (Tacoma|Faculty Recruitment)

ADVERTISING

Competitive, multi-year faculty positions require a job advertisement in the Chronicle of Higher Education. UW Tacoma Academic Affairs purchases a package annually that permits unlimited basic postings. To increase diversity of applicant pools, UWT now also uses the chronicle's "diversity booster" for competitive, multi-year positions. This results in an additional \$200.00 charge, per ad, charged to each search budget. Please make note of this for your accounting of search expenses. If the cost of advertising becomes prohibitive, please contact AHR to discuss.

For teaching- and tenure-track positions, UWT Academic HR will continue to post ads in the Chronicle of Higher Education, and will order the diversity booster package, on behalf of all units. Further advertising, outside of the Chronicle booster package, and especially in field-specific venues, is still highly encouraged as a best practice to build a large and diverse pool of applicants.

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.

A3 form: With the current state of Enhanced Monitoring for our campus, it is now required that a copy of all approved A3 FORMS be sent to uwtcta@uw.edu and amg95@uw.edu (Armando Martinez) prior to the booking of flights/lodging for candidates. This is for reconciliation purposes. If the A3 FORM is not on file at the time of a reservation, the CTA will not be authorized for payment.

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 Fiscal Services webpage with travel information: <https://www.tacoma.uw.edu/fa/finance/travel-services>
- UW Food form and policy: <https://www.tacoma.uw.edu/fa/finance/procurement#permalink-29131>
- UWT Central Travel Account for Lodging: <https://www.tacoma.uw.edu/fa/finance/travel-services>
- Airfare: <https://finance.uw.edu/travel/airfare> -itemized itinerary/receipt, economy, no upgrades
- Ground Transportation: <https://finance.uw.edu/travel/netid-GroundTransportation>
- Meal Per diem <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#StartEndmeals>
- Other policies can be found in the travel Policy index: <https://finance.uw.edu/travel/policyindex>