

RECRUITMENT EXPENSE GUIDELINES

Revised: February 2004

The recruiting process is expensive, and costs for hiring a single faculty member have ranged from less than \$1,000 to over \$6,600. The following guidelines will be used to keep recruiting costs under control while yet providing a quality experience for the candidate and a useful on-campus interview for NMU.

- I. The candidate's expenses while traveling:
 - A. Candidates for positions will be allowed travel expenses (food, taxi, lodging, etc.) at the rates established by the Board of Control for all university employees and specified in the university travel guidelines.
 - B. The candidate must document travel expenses as specified in the university guidelines (department heads and other recruiters should notify the candidate of what receipts are necessary).
 - C. When air travel is used, arrival and departure times should be considered to secure the best rates possible.
 - D. Candidates who drive are limited to the lowest cost of round trip air fare from their point of departure for total travel expenses or a standard mileage rate, whichever is lowest. Food, lodging, and other expenses in route are calculated using the approved NMU daily rate.
- II. The candidate's expenses while on campus:
 - A. Lodging during the campus visit will be paid on the basis of hotel receipts calculated at the single occupancy rate.
 - B. Meals for the candidate will be covered.
 - C. Expenses NOT COVERED for the candidate include:
 1. Travel and meal expenses for the candidate's spouse
 2. Alcoholic beverages
 3. Long distance telephone calls
 4. Loss of wages during travel
 5. Other personal expenses
- III. Social activities on campus for recruitment of faculty and staff
 - A. No more than two employees should accompany the candidate for meals, and the accompanying employees should be varied to expose as many people as possible to the candidate. Spouses of employees may attend routine meals but will not be included in reimbursed expenses.
 - B. Reimbursement will be limited to the following amounts, no matter how many people accompany a candidate:
 1. Breakfast, \$30.00
 2. Lunch, \$35.00
 3. Dinner, \$75.00
 - C. Within reason, dining expenses should be kept as low as possible. University facilities should be used to control costs when appropriate. The new facility in the UC (old Dining Room B) is very nice.
 - D. Tickets for University events, including employee tickets (1-2), are an acceptable expense.
- IV. Costs beyond what the Provost considers "reasonable" will be referred back to the department or division for payment.
- V. Advertising expenses: While not strictly a part of the interviewing process, advertising expenses should also be kept under control through incorporating more than one position in a department or division into an advertisement and by advertising in places that target the candidate rather than in expensive "standard" places (e. g., advertise an English position in the MLA job listing rather than in the *Chronicle*). Guidelines for advertising faculty positions are available from the Office of Academic Affairs.