

## Academic Affairs Recruitment Fund Procedures

The Provost's recruitment fund is used by Academic Affairs to **advertise** for tenure track faculty, support costs for tenure track **interviews**, and **moving expenses** for tenure track faculty and some AP's in Academic Affairs. Please direct questions to Destini Martinez in the Provost's office (damart2@ilstu.edu; 438-2158).

### I. Advertising Tenure Track Positions

The Provost office contributes to the cost of external advertising for tenure-track faculty and some full-time continuing AP's in Academic Affairs funded by general revenue dollars.

1. To request permission to advertise, complete the **PERS 932 Request for Advertising** form. You can find the PERS 932 on HR's website (or search ISU's site for PERS 932). You can request advertising dollars directly on the PERS 932
2. Funds are typically used for ads in the Chronicle of Higher Education, but can be used for any other publication listed on the PERS 932 form, including specific professional publications.
3. Submit your completed PERS 932 to Human Resources for processing.
4. HR will notify you when the advertisement is approved. They will also notify you of the dollar amount contributed by the Provost office for the ad. Often departments and Colleges, with Chair or Dean approval, supplement the amount of funding provided from the Provost's office so that you can run a larger ad or run an ad a second time.
5. Once approved, HR will place ads for national searches on HigherEdJobs.com, on the Illinois State University web page, and in the Chronicle of Higher Education. You are responsible for placing all other ads.
6. Once invoices are received from the publication, submit a completed invoice voucher to Destini Martinez in the Provost office (Campus Box 4000).
  - ✓ Note the position number on the invoice voucher
  - ✓ Attach the bill from the vendor (the publication or newspaper)
  - ✓ Attach proof of publication (tear sheets)
7. The Provost office will forward the invoice voucher to the Comptroller for payment.

### II. Candidate Interviews / Faculty Travel for Recruiting / Screening Candidates

All funds for candidate interviews, and any travel used to recruit or screen candidates will be allocated to the Colleges at the beginning of each fiscal year. Funds will be provided based on the number of tenure track positions that are authorized for search per college. No additional recruitment funds will be available for any midyear authorizations for searches. Each College may have certain restrictions or guidelines regarding limitations on travel, lodging, meals, and so on.

### III. Moving Expenses

The Provost's office will reimburse one-half of eligible moving expenses, up to a maximum reimbursement of \$2,000. Other funds may be allocated from within units to support additional moving expenses. Recruitment funds are only allocated for new tenure track faculty and some general revenue funded, full-time AP's within Academic Affairs if funds allow. For more information, contact Destini Martinez at 438-2158.

1. Details on allowable moving expenses and the **moving expense reimbursement form (PERS 934)** can be found on the Comptroller's website (or search the ISU web for PERS 934).
2. To submit moving expenses for reimbursement, new faculty members should complete the PERS 934 and attach all applicable receipts and submit to the department/school chair.
3. In the cases of spousal/partner tenure track hires in Academic Affairs, reimbursement will be made to both spouses/partners.
4. Each department should provide the position number of the new employee, indicate additional dollars to be provided for moving expenses (if any), and forward to the Provost's office for further processing.
5. The recruitment account can only reimburse individuals for expenses; moving companies cannot be paid directly.
6. The Provost's office can only reimburse faculty during the fiscal year of the move. If you have new faculty who move in June, they must submit all paperwork by early July. Late submissions will need to be reimbursed with College and or department Foundation funds.