

Policy on Faculty Recruitment Expenses

Office of the Provost

It is our intention to conduct effective recruitment activities within the constraints imposed by budgetary allocations. Accordingly, the following policies provide guidelines for the administration of the recruitment budget as regards full-time faculty prospects. They are intended to supplement University policies on travel, entertainment and guest expenses.

1. The University will pay for one visit of finalist(s) for a position. No more than two finalists should be brought to the campus in connection with any one vacancy except by approval of the Provost.
2. The University does not pay for the travel of children or other family members in connection with recruitment negotiations. However, children may accompany one or both parents if these arrangements do not involve additional expense to the University.
3. The most economical form of travel should be arranged in each case, involving weekend or other special airline fares when available. Travel by automobile or by public conveyance should be chosen on the basis of the most economical arrangement.
4. Local hotels and motels should be used.
5. Rental cars are not normally provided for the use of prospects while in Birmingham since it is more economical for members of the search committee to provide needed transportation, being reimbursed for this by the University at prevailing rates.
6. The University pays the full costs of meals for entertaining prospects. Restaurants should be selected which offer meals at a cost within policy guidelines for Samford employees. The University will pay for up to a maximum of three employees present at a meal for the prospect. In no case will the cost of meals for Samford employees be reimbursed beyond the limits established by University policy.
7. In order to facilitate the monitoring of recruitment expenses according to these guidelines, each request for budgetary approval or reimbursement should clearly identify the position being recruited. Recruitment expenses may be incurred only for positions approved to be filled by the Provost.