

Tenure/Tenure Track Recruitment Expense and Reimbursement Guidelines

I. Statement of Purpose and Background Information

Statement of Purpose:

To provide a detailed set of guidelines for the use of the Division's recruitment funding.

Background:

The purpose of the recruitment account is to reimburse departments for costs incurred while recruiting tenure/tenure track faculty to the Division. These costs include:

- 1) Employment ads
- 2) Candidate travel costs/interview expenses.

What follows are expense guidelines for the aforementioned costs, and the proper procedures for submitting reimbursement in Workday.

II. Expense Reimbursement Guidelines

Employment Ad Expenses:

The Division covers the costs of employment ads placed for Biology and Medicine tenure/tenure track faculty searches. The maximum expense allowance for print ads is \$5K subject to prior approval from the Senior Director of Finance and Data Initiatives. Search chairs are encouraged, at their own discretion, to use less costly "online only" promotions to conserve resources.

Candidate Travel Costs and Interview Expenses:

The Division will cover the reasonable and customary faculty search expenses (coach airfare, train, mileage, meals, and incidentals) as governed by the university's [annual spending guidelines](#) and [policies on travel and business meals](#).

The Division normally covers the recruitment costs for up to four candidates. Exceptions may be allowed with prior approval from the Senior Director of Finance and Data Initiatives. In certain instances, subject to advance approval, funds may be available for spousal travel for finalists.

III. Reimbursement Submission Procedures

Recruiting departments should use CC40704, PRG143 when processing expenses. Please call or email Jennifer Hadden at (401)-863-7468 or Jennifer.Hadden@brown.edu with any questions or concerns.