

Staff Development Training: Faculty Recruitment Reimbursement

Tania Dunson
Director of Policy & Administration
College of Letters & Science

Faculty Recruitment Reimbursement

Faculty recruitment expenses should be charged to the departmental account initially. When candidates' approved initial visits are complete, departments may request reimbursement via [this link](#).

- The College will reimburse its departments for eligible faculty recruitment costs up to a total of \$5,000 per ladder faculty search and \$1,000 per President's Postdoctoral Fellowship (PPF) search. Eligible expenses for reimbursement are advertisement costs and reasonable transportation and lodging expenses for up to three candidate visits.
- Travel must be in compliance with UC policies and procedures (please see [UCOP policy BFB-G-28](#)), and every effort should be made to secure the most economical and cost-effective travel arrangements possible.

Faculty Recruitment Reimbursement

- If the department anticipates exceeding the \$5,000 limit, the chair should contact the divisional dean in advance to discuss options.
- Unless prior approval has been obtained from the divisional dean, expenses for more than three candidate visits remain the responsibility of the department.
- Reimbursement for searches between colleges will be addressed on a case-by-case basis; the chair should consult with the divisional dean in the early stages of the search.
- Reimbursement funds must be requested before the end of the fiscal year in which they are incurred, unless an exception has been approved by the divisional dean.

Faculty Recruitment Reimbursement

More on PPF's

- If you have a ladder faculty search and a PPF is a part of that search, you cannot request an additional \$1,000.

Faculty Recruitment Reimbursement

Search Waivers

- Work with your Assistant Deans.
- The departments are responsible for funding these types of searches (in general).
- There are potential exceptions:
 - The division is leading the search
 - The division is interested in a second candidate in your search.

Faculty Recruitment Reimbursement

Requesting Exceptions:

1. UC policies (G-28)
2. Anticipate exceeding the \$5,000 limit.
3. Requesting more than three candidates per search.
4. Reimbursement funds past the current YR.

Procedure:

- Have the Department Chair write a memo to the divisional dean (Via Tania Dunson) requesting an exception for reasons 2 – 4 above.
- Send memo to Tania Dunson at tdunson@ucsb.edu
- For an exception to UC Policy (#1 above), standard procedures apply.

Faculty Recruitment Reimbursement

Expenses Eligible for College Reimbursement:

- Reasonable transportation and lodging expenses for the duration of the visit, in accordance with UC travel regulations.
- Advertising costs, online and/or in print.
- Meals purchased **by the candidate for the candidate only**, in transit or while in Santa Barbara.
 - Entertainment is not allowed.

The Department is Responsible for:

- Spouse's travel expenses, if incurred. Refer to G-28 for guidelines.
- Faculty entertainment expenses with the candidate (e.g., group lunches and dinners). This includes hosted meals.
- Second/Final interview by the candidate and/or spouse.
- Contact [Tania Dunson](#) with any questions regarding reimbursement eligibility (x5289)

Faculty Recruitment Reimbursement

Notes Regarding Alcohol

- Never use state funds.
- Include the TAX when you separate out alcohol on the receipt.
- Alcohol is not an exceptional expense; it does not require additional approval.
- Please make sure to include an appropriate justification for the business-related nature of the event.

Faculty Recruitment Reimbursement

UC SANTA BARBARA
 College of
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Faculty Recruitment
 Advertising and Travel Reimbursement

Requester:

Phone Number:

Email:

Department:

FTE Identifier:

Account to Credit: 8- -19900 -

1. Candidate Name:	
Travel	\$
Lodging	\$
Food (while in transit)	\$
Other	\$
Other Details:	
Total for Candidate 1:	\$

2. Candidate Name:	
Travel	\$
Lodging	\$
Food (while in transit)	\$
Other	\$
Other Details:	
Total for Candidate 2:	\$

3. Candidate Name:	
Travel	\$
Lodging	\$
Food (while in transit)	\$
Other	\$
Other Details:	
Total for Candidate 3:	\$

Faculty Recruitment Reimbursement

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College of
Letters & Science

Faculty Recruitment
Advertising and Travel Reimbursement

Please note: Reimbursement for more than three candidates requires prior approval by the dean.

4. Candidate Name:		
	Travel	\$
	Lodging	\$
	Food (while in transit)	\$
	Other	\$
	Other Details:	
Total for Candidate 4:		\$

5. Candidate Name:		
	Travel	\$
	Lodging	\$
	Food (while in transit)	\$
	Other	\$
	Other Details:	
Total for Candidate 5:		\$

Total Advertisement Cost:	\$
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Total Reimbursement Requested	\$
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Please attach all receipts by clicking the attachment icon. You can upload more than one file.

Faculty Relocation Reimbursement



Faculty Recruitment Reimbursement

Future Workshops

- Concur Part 1
 - On BFS Website
 - https://bfs.ucsb.edu/travel_entertainment/concur
- Concur Part 2
 - Date/Time: TBD (Planning for late January)
- Faculty Removal
 - Date/Time: TBD (Planning for early February)
- Additional Workshops
 - TBD
 - Type in chat if you have suggestions

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