

FACULTY/LIBRARIAN POSITION SEARCH GUIDELINES

(For Tenured, Tenure Track, Clinical, and Librarian Positions)

For Specific Activities And/Or Related Expenses Provided by the Provost Budget Office

Note: The following information applies only to approved tenure track, clinical, and librarian position searches.

SEARCH APPROVAL: Authorization to open a search must be obtained from the Provost. Generally, approval for a specified number of regular faculty position searches is granted to the dean of each college at the beginning of the academic year. The Deans then approve searches for their departments. Please contact the Office of Inclusion & Institutional Equity at Ext. 4-2346, or visit their website at <http://www.towson.edu/inclusionequity> for further details, policies, and procedures regarding faculty

INVITING CANDIDATES TO CAMPUS

- Provide the Dean with a statement of the total number of applicants.
- Provide the Dean with demographic data (gender and race) from applicant data cards, which were returned to the Office of Inclusion & Institutional Equity. Contact the Office of Inclusion & Institutional Equity to obtain this data.
- Generally **three** candidates for each position being filled may be brought to campus. This number may be negotiated with the Provost's Office. However, the total cost per search should not exceed \$3,500 per position.
- Provide the Dean a list of names of those candidates selected for interview.
- The Dean, Department Chair, or Search Chair must secure approval from the Office of Inclusion & Institutional Equity and the Provost before invitations to visit campus may be extended to candidates. Complete the Interview Pool Approval form and send to the Office of Inclusion and Institutional Equity.
- The Provost's Office will only pay for one (1) visit per candidate unless approved by the Provost.
- The Provost's Office will fund up to two days of stay for each candidate. If you are seeking a third day, the department will need to send a justification for approval.

SEARCH COMMITTEE EXPENSES

- Expenses for mileage to and from airport, train station, etc are reimbursable if necessary.
- Reimbursement for meals is limited and not to exceed the following: (Breakfast \$14.00; Lunch \$18.00; Dinner \$35.00 per person (limited to candidate and 2 faculty).
- Complete a MISCELLANEOUS EXPENSE VOUCHER (MEV) for **meals only** and submit the paperwork to PBO, AD 304. Complete a TRAVEL EXPENSE VOUCHER online through Tiger Travel for meals and anything additional, such as parking, etc. Please be sure to attach receipts and include the search number in the 'notes' section of the form. One full copy of all paperwork being submitted is required when submitting a Miscellaneous Expense Voucher. Please tape loose receipts to an 8 1/2 x 11 piece of paper.

DEAN/CHAIRPERSON SEARCHES – ADDITIONAL INFORMATION

- Display ads in the Chronicle of Higher Education or an ad in a specialized journal will be placed at the Provost's expense. There will be no additional ad reimbursement.
- Moving expenses may be negotiated and should be discussed with the Provost prior to making an offer.