

# RECRUITMENT EXPENSE GUIDELINES

Revised: October 13, 2016

The recruiting process is expensive, and costs for hiring a single faculty member have ranged from less than \$1,000 to over \$6,000. The following guidelines will be used to keep recruiting costs under control while yet providing a quality experience for the candidate and a useful on-campus interview for NMU.

1. Advertising expenses
  - a. Advertising sources (see below) and estimated costs for each [each position must be posted in the Chronicle of Higher Ed.]
    - i. Chronicle of Higher Ed. (approx. \$500) – posted by department using template provided by Academic Affairs
    - ii. HigherEd Jobs.com (no cost) – posted by Dean’s Office
    - iii. HigherEd Jobs.com affirmative action email list (no cost) – posted by Dean’s Office
    - iv. LinkedIn (no cost) – posted by Alumni Office automatically. No need to contact them.
    - v. NMU Alumni E-Newsletter – posted by Alumni Office
    - vi. Michigan Talent Bank (no cost) – posted by Academic Affairs
    - vii. Additional advertising sources identified by the department and Process Guide – placed by department
2. The candidate’s expenses while traveling:
  - a. Candidates for positions will be allowed travel expenses (food, taxi, lodging, etc.) at the rates established by the Board of Trustees for all university employees and specified in the university travel guidelines.
  - b. The candidate must document travel expenses as specified in the university guidelines (department heads or search chairs should notify the candidate of what receipts are necessary).
  - c. When air travel is used, arrival and departure times should be considered to secure the best rates possible (no first class tickets). Candidates should secure their own airline ticket. Should departments wish to purchase the ticket on behalf of the candidate and the interview is cancelled by the candidate, the department is responsible for the cost of the ticket.
  - d. Candidates who drive are limited to the lowest cost of round trip air fare from their point of departure for total travel expenses or a standard mileage rate, whichever is lowest. Food, lodging, and other expenses in route are calculated using the approved NMU daily rate.
  - e. Finalists from outside of the U.S. are only reimbursed for their travel inside the U.S.
  - f. Departments should make the hotel reservations and charge to departmental org. Lodging during the on-campus interview will be paid on the single occupancy rate. Hotels that offer a NMU rate:
    - i. Landmark (charge to NMU)
    - ii. Comfort Suites (ask for Wildcat rate; charge to NMU)
    - iii. Days Inn (ask for Wildcat rate; charge to NMU)
3. The candidate’s expenses while on campus:
  - a. Meals for the candidate will be covered.
  - b. Rental car if needed
  - c. Expenses NOT COVERED for the candidate include:
    - i. Travel expenses for the candidate’s spouse
    - ii. Alcoholic beverages
    - iii. Loss of wages during travel
    - iv. Other personal expenses
4. Reimbursement for the department will be limited to the following amounts, no matter how many people accompany a candidate. Expenses in excess of the following amounts will be borne by the department:
  - i. Breakfast, \$30.00
  - ii. Lunch, \$ 45.00
  - iii. Dinner, \$85.00