

Section: Department Budget

Policy Number: 4-5

Policy Name: Faculty Search Visitation Budget

Date: September 1, 2012

Revisions:

I. PURPOSE

To determine the amount and manner in which funds will be allocated for faculty search visitations.

II. POLICY

Faculty candidates will be hosted by the most appropriate department in the College of Engineering. Visitations will be conducted prudently but should allow for appropriate level of hospitality for the candidate. This College Policy is in accordance with UD Procurement policies.

III. SITE VISIT APPROVAL

Prior to any campus visitation, search committees must provide the Dean a list of prospective candidates with adequate justifications for each candidate. Prospective candidates should not be invited to campus without the approval of the Dean.

IV. SITE VISIT PROTOCOL

Once who will be invited has been determined, the visit schedule should include no more than 4 UD/COE people per meal (See UD policy 3-7 for additional specifics).

Candidate visits are limited to 1 during the “first round” and a second visit for finalists. Additional visits may be funded by the hiring unit.

V. ADVERTISEMENT BUDGET

This College policy explicitly does not address advertising of the faculty position and should in no way be an obstacle to producing the highest quality, most diverse pool of candidates. Decisions about advertising should be based on the most effective way to generate the highest interest from the most qualified candidates.

Submitted by: Deans Office, College of Engineering