

FACULTY SEARCH REGULATIONS

Augusta State University conducts many searches each year and there is a very limited amount of funding available to complete this task. It is necessary to put some restrictions on the use of these funds and to incorporate other limitations and regulations. The following will be strictly applied.

1. In any search to fill a vacant position, the number of candidates invited to campus for interview will not exceed three.
2. Unless it is impossible, each candidate's visit involving airfare should be arranged to include a Saturday night stay to take advantage of lower fares. In no case will airfare exceed \$500 unless prior approval of the dean or vice president is granted.
3. The total expenses for any one search should not normally exceed \$2000. After the second attempt, the search is to be conducted at departmental expense. The attached form is to be used to request approval for the search.
4. The departments are responsible for making arrangements and accommodations for visiting candidates, inputting requisitions into PeopleSoft, and collecting all bills/receipts.
5. All candidates must be informed, prior to arrival, of the meal expense limitations: \$6.00 for breakfast; \$7.00 for lunch; and \$15.00 for dinner. These limitations include tips. Alcoholic beverages are not reimbursable. Any expenses beyond these will be borne by the individual.
6. Search committee meal expenses cannot be reimbursed with state funds. In some cases the deans may be able to help with this. Academic Affairs has Partridge Inn meal cards that can be loaned out (use these cards, and meals at the Partridge Inn are buy one, get one free). Itemized receipts must be turned in for meals; credit card receipts only will not be accepted.
7. People without either a master's degree in the teaching discipline, or a master's degree and eighteen semester hours of graduate work in the teaching discipline are not to be invited to campus as candidates. They will not be approved.
8. Candidates are to be meet with the vice president or associate vice president for academic affairs. Candidates for chair, endowed chair, and dean positions must also meet with the president.
9. Every effort must be made and documented to insure that prospective minority candidates are actively recruited for all positions.
10. Prior to the formal advertisement/announcement of an academic position, drafts of the job description must be delivered to the Vice President for Academic Affairs, Associate Vice President for Academic Affairs, and the Personnel Office. This may be done electronically.

FACULTY SEARCH REQUEST

Department: _____

Position to Fill: _____

Chair of the Search Committee: _____

Budget Position Number: _____

Where Advertised: _____

Including this attempt, how many attempts have been made to fill this position?

_____1 _____2 _____3

Notes:

1. Attach a copy of the proposed advertisement (this must be approved also by the Personnel Office).
2. Funding for entire search will normally be limited to \$2000. After two attempts, the search will be at departmental expense.
3. Prior to inviting candidates to campus, a budget for each candidate must be submitted for approval. The budget for each candidate must be itemized to indicate the amount requested for airfare, mileage, lodging, meals, etc.

Signature of Department Chair

Date

Approved by Dean

Date

Approved by VPAA

Date