

Illinois State University
Academic Affairs Recruitment Fund Procedures

The Provost's recruitment fund is used by Academic Affairs to **advertise** for tenure track faculty, support costs for tenure track **interviews**, and **moving expenses** for tenure track faculty and some AP's in Academic Affairs. Please direct questions to Destini Fincham in the Provost's office (dabinch@ilstu.edu; 438-2158).

I. Advertising Tenure Track Positions and Candidate Interviews/Faculty Travel for Recruiting /Screening Candidates

Funds to offset expenses for advertising and candidate interview and/or travel used to recruit or screen applicants will be allocated to the Colleges at the beginning of the fiscal year based upon the number of authorized or reauthorized TT Faculty searches and confirmed chair/director searches. The Colleges will receive \$2,000 per TT search and \$3,000 per Chair/Director search. To request permission to advertise, complete the **PERS 932 Request for Advertising** form. Send your completed PERS 932 Request for Advertising to Human Resources campus box 1300.

II. Moving Expenses

The Provost's office will reimburse one-half of eligible moving expenses, up to a maximum reimbursement of \$2,000. These funds are processed directly through the Office of the Provost and are not transferred to the department/school. Chair and Director moving expenses are the expense of the College and are not supported by these funds.

1. Details on allowable moving expenses and the **moving expense reimbursement form (PERS 934)** can be found on the Provost's website <http://provost.illinoisstate.edu/budget/index.shtml>
2. To submit moving expenses for reimbursement, new faculty members should complete the PERS 934, attach all applicable receipts and submit to the department/school chair.
3. In the cases of spousal/partner tenure track hires in Academic Affairs, reimbursement will be made to both spouses/partners.
4. Each department should provide the position number of the new employee, indicate additional dollars to be provided for moving expenses (if any), and forward to the Provost's office for further processing.
5. The recruitment account can only reimburse individuals for expenses; moving companies cannot be paid directly.
6. The Provost's Office can only reimburse faculty within the fiscal year of the move (July 1st to June 30th). If you have new faculty who move in prior to July 1st, they must submit all paperwork by July 10th. Late submissions will require reimbursement with College and/or Department/School Foundation funds.