

## Illinois State University Academic Affairs Recruitment Fund Procedures

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

### I. Advertising/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.

Processing steps to request permission to advertise:

1. Complete the **PERS 932 Request for Advertising** form.
2. Send your completed PERS 932 Request for Advertising to Human Resources, Campus Box 1300.

### II. Relocation Expenses for Dept/School Tenure Track Faculty

The Provost Office has provided a table in the Tenure-Track offer letter, listing funds to be allocated from the Provost Office. In the offer letter, the departments/schools are able to provide a supplemental relocation allowance. **All Dept/School Tenure-Track Relocation stipends will be processed by the Provost Office.** Please refer to the [Relocating Employees Policy 7.1.37](#) for additional information. All relocation allowances are reportable and subject to applicable income and employment taxes

Processing Steps for TT Stipends:

1. Early May/June: Provost Office will confirm with each College, the TT stipends and the dollar amount to be contributed by each Dept/School.
2. Early July: The Provost Office will initiate a general revenue transfer from the College for the Dept/School relocation stipends.
3. July/August: The Provost Office will initiate an additional pay for all Dept/School Tenure-Track hires. The additional pay will be a sum of the Provost Office stipend plus the Dept/School stipend.
4. Each Faculty member's relocation stipend will be received in their September paycheck.
  - a. Milner will be August paycheck