Administrative Guidelines for Faculty Searches, School of Arts and Sciences

The information below focuses primarily on financial and administrative guidelines connected with the search process. For details on recruitment procedures, please refer to the Faculty Search Procedures—Full-time distributed by the affirmative action (AA) officer. All of these materials are also available online on the AS&E Faculty Searches website: http://ase.tufts.edu/faculty/searches/

Advertising Positions

Recruitment advertisements are paid out of the deans’ recruitment budget. With prior approval from the dean’s office, the department advertises in a professional journal, elist, or jobs listing, using funds from its budget to pay for the ad up front. Once an invoice has been paid, the department in Arts and Sciences should use the e-expense system Apptricity to process the expense, adding Erica Colwell as an adhoc approver and noting that the expense is recruitment related. Erica will change the Dept ID before approving the expense. Engineering departments should contact James Sarazen about how to have their advertising expenditures approved.

Note that no advertisement should be posted anywhere until the AA officer and the dean have approved the wording.

The AA officer will place a display ad, listing all full-time faculty searches in the School of Arts and Sciences and the School of Engineering, in the Chronicle of Higher Education, Diverse Issues in Higher Education, and The Hispanic Outlook in Higher Education. This display ad will provide the website address for the Tufts website (http://ase.tufts.edu/faculty/searches/Default.htm) that lists all A&S&E faculty searches, including the full-text position announcements. In addition, the AA officer places full-text versions of all full-time positions on the following websites: HigherEdJobs.com, InsideHigherEd.com, NewEnglandHERC.org (Higher Education Recruitment Consortium), and the AS&E Faculty Searches website.

Departments that want their individual advertisements to appear also on BostonWorks.com, the Chronicle of Higher Education, Diverse Issues in Higher Education, and/or The Hispanic Outlook in Higher Education should include that request on the form for placing ads. Since advertisements in these more general publications can be extremely expensive and are only approved in special circumstances, departments should provide a detailed justification for the added expense. The School of Arts and Sciences and the School of Engineering use an online faculty search platform, Interfolio.com / ByCommittee, for all full-time and part-time searches. The Department of Mathematics uses Mathjobs.org as its faculty search platform. Please contact the AA officer for more information.

Our policy is that an advertisement may appear once in any given publication. If the department wants an advertisement to appear more than once, please request approval from the appropriate dean and the AA officer.

Interviewing

Interviewing expenses are covered by the deans’ recruitment budget. Expenses that may be charged to this budget are the following:

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• Expenses incurred for bringing candidates to campus for interviews.
• Expenses incurred for sending up to three department faculty members to selected national meetings to conduct screening interviews with potential candidates. Coffee or meals with job candidates, with whom screening or recruitment interviews are being conducted, will be covered.

The deans’ office will pay the transportation expenses to and from the convention city and reasonable lodging expenses for three faculty members to go to a national meeting where screening interviews take place. Please do not wait until just a few days before the trip to schedule travel, so that we may avoid premium travel costs.

The deans’ office will not reimburse faculty members for:
• Food purchased while traveling or at conventions, with the exception of coffee/meals with job candidates.
• Conference fees.

Since it is inappropriate to interview applicants in hotel bedrooms, the deans’ office will pay for other accommodations. Check to see which is less expensive: renting a suite (bedroom and sitting room) or a small meeting room.

Travel Authorization from the Deans

The AA officer and the appropriate dean must approve material regarding affirmative action, and the specific candidates, before any candidate may be invited for an interview. Once the candidates are approved, the department should submit a travel authorization form for each on-campus interview candidate, signed by the department chair or search committee chair, to TSS so a T# can be generated. The travel authorization form is at https://tuftstss.force.com/ under Forms/Forms and Documents/Travel Number for Students & Non-Employees.

The Department is responsible for arranging all travel for the candidates. After the candidate’s interview, please collect all receipts and boarding passes. Then the department can either send an Expense Transfer Form to the Office of the Dean for reimbursement or load all the expenses into the e-expense system, Apptricity. Once all of the expenses are loaded into the system and copies of the receipts are uploaded, Arts and Sciences departments should add Erica Colwell as an ad-hoc approver. If you are unfamiliar with how to use the e-Expense system, a user guide can be found here: http://finance.tufts.edu/accpay/files/eExpenseGuide.pdf. The Expense Transfer Form can be found at http://tuftstss.force.com/apex/ArticleDetail?id=kA050000000POxi&object=Tufts_Support_Services__kav.

Scheduling Appointments with the Deans

The department administrator should schedule meetings between on-campus interview candidates and the appropriate dean as far in advance as possible. You may book appointments in the dean’s calendar for more days than you will need; after the precise interview days have been determined, you may then cancel the times no longer needed. Candidates at the Associate

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or Full Professor level will need to have appointments with the Dean of Arts and Sciences, as well as with the appropriate Dean of Academic Affairs for Arts and Sciences. Please call the deans’ office early to see whether the deans are expected to be out of town during any relevant periods.

**Arranging Travel**

Tufts University recommends using Egencia (http://www.Egencia.com) to book University travel. Other approved agencies and travel-specific information can be found at [http://finance.tufts.edu/accpay/?pid=28](http://finance.tufts.edu/accpay/?pid=28).

After receiving a T number from accounts payable, the department administrator books travel through Egencia, making sure to include the T number in the booking screen. For more information about using Egencia, please see this tip sheet: [http://finance.tufts.edu/accpay/files/Travel_Egencia_FAQ.pdf](http://finance.tufts.edu/accpay/files/Travel_Egencia_FAQ.pdf) or call Susan Gibson.

**Reimbursement for Travel**

After the candidate's on-campus interview, the department administrator should create an expense report using the e-Expense system, Apptricity, for the travel expenses paid for by the department. Once all of the expenses are loaded into the system and copies of the receipts are uploaded, Arts and Sciences departments should add Erica Colwell as an ad-hoc approver. If you are unfamiliar with how to use the e-Expense system, a user guide can be found here: [http://finance.tufts.edu/accpay/files/eExpenseGuide.pdf](http://finance.tufts.edu/accpay/files/eExpenseGuide.pdf). Erica will then review the expenses, change the Dept ID, and approve the expense report. Engineering departments should contact James Sarazen to see how to have their travel expenditures approved.

Department administrators should collect receipts from interview candidates for all expenses the candidate paid for while visiting Tufts. Department administrators should send all receipts plus a completed Travel Expense Reimbursement form for non-employees to Erica Colwell in the Office of the Dean of Arts & Sciences. The form can be found at the following link: [https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000POcA&object=Tufts_Support_Services_kav](https://tuftstss.force.com/apex/ArticleDetail?id=kA050000000POcA&object=Tufts_Support_Services_kav).

The deans’ office will reimburse candidates for the following expenses:

- Coach airfare.
- Car rental (only in lieu of airfare).
- Local taxi.
- Hotel accommodations (two-night maximum).
- Meals *en route* (excluding alcoholic beverages).

**The deans’ office will not reimburse candidates for the following expenses.**

- First-class airfare.
- Personal long-distance phone calls.
- Alcoholic beverages.
- In-room movies.

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• Laundry service.

**Alternative Travel Arrangements**

If travel cannot be arranged through Tufts-approved agencies, the deans’ office must grant the department permission to proceed with alternative arrangements. In the event that a candidate must book their own travel, they must submit a written estimate of their proposed bookings to the department administrator. Arts and Sciences department administrators should then contact Erica Colwell for approval; Engineering department administrators should contact James Sarazen. When an alternative is agreed upon, the candidate should make his or her own arrangements and then submit to the department the original receipts, original proof of payment, and documentation stating the alternative was less expensive than using one of the Tufts-approved agencies. The candidate must also submit a W-9 tax form, found here: [http://finance.tufts.edu/accpay/files/W9_AP.pdf](http://finance.tufts.edu/accpay/files/W9_AP.pdf). The department remains responsible for monitoring the travel plans and expenses. Once all of the candidate’s travel receipts are received, follow the regular procedure for submitting an expense report via the e-Expense system.

**Hotel Stays**

Airfare costs may be considerably less if a candidate stays over a Saturday night. If the cost is significantly less and the candidate would like to do so, the deans’ office will pay for an additional night’s lodging. The department should then send the deans’ office a Travel Authorization, Travel Advance, and Expense Report (with documentation).

Most candidates will stay for one night’s lodging, although it is occasionally necessary for a candidate to stay two nights. Only with prior approval will the deans’ office reimburse for a stay of more than two nights.

The expense form is online at [http://finance.tufts.edu](http://finance.tufts.edu), Related Links/Forms/Disbursement.

**Relocation Expenses**

The deans’ office will not reimburse a new full-time faculty member for visits made to the Boston area to find housing, schools, and the like.

**Part-Time Candidates**

Travel, lodging, and meal expenses for part-time candidates are not reimbursable.

**Reimbursement for Meals**

Departmental expenditures for meals during the interview process should be reasonable.

- **Lunch on or off campus**—the deans’ office authorizes up to $20 per person, including the candidate, and up to $100 total, excluding tip and taxes, for lunch on or off campus. Departments may also use the $100 to order sandwiches/pizza for an on-campus lunch that would serve more than five people.

- **Dinner**—the maximum amount reimbursable for dinner, on or off campus, is $350, excluding tip and taxes. Although there is not a limit on the number of people, including the candidate,

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who attend the dinner, the deans’ office will not reimburse for more than an average of $70 per person.

*Tufts’ policy on reimbursement requires an itemized receipt accompanied by a credit card receipt.*

**Expenditures over the limits may not be paid out of the department budget.** To maximize fairness, consistency, and responsible use of university funds, expenditures over the limits must be paid by the individual Tufts faculty members involved. Consult the list of reasonably priced *Restaurants Suggested by the Deans* when choosing suitable, affordable venues for your recruitment meals, to get a sense of a reasonable price range.

All reimbursements for meals during the interview process must be made directly from the Faculty Recruitment Budget. Reimbursements should not be made from the department budget, with the expectation that the Faculty Recruitment Budget will then pay the department back through the mechanism of an Expense Transfer. Departments should send the Business Expense Form (leaving the DeptID and signatures blank), and all required documentation, to the deans’ office for processing.

Regarding expenditures not mentioned above, be sure to follow the Tufts University Business Expense Guidelines.

The business expense form is online at [http://finance.tufts.edu](http://finance.tufts.edu), Related Links/Forms/Disbursement.