

## Faculty Recruitment Guideline

- The Search Committee (or their departmental assistants) should work with the prospective candidates to book airfares as early as possible to obtain the best rate. Fayetteville, NC airport should be used unless prior approval is obtained from the Provost.
- Members of the Department or Search Committee should pick up the prospective candidate from the airport and return him/her to the airport. Academic Affairs will not pay for a car rental by the candidate unless prior approval is obtained from the Provost Office for extenuating circumstances.
- The standard practice is for each prospective candidate to book their own airfare unless prior approval is obtained from the Provost.
- The Department should contact the Executive Assistant in Academic Affairs as soon as the travel dates are confirmed to book the hotel reservation at the Holiday Inn Express in Pembroke at a reduced rate for UNCP. The request to book the candidate at any other hotel should be approved by the Provost Office prior to making the reservations. The standard is to book a two-night stay for a campus visit with a maximum of three nights when necessary.
- To receive reimbursement for the per diem rate from State funds, prior approval from the Chancellor's office must be obtained by completing the required form (*Chancellor's Representative for State-funded Meals Form*). The form is found on the Controller's website. Once signed, ask the Chancellor's Office to forward the form to Academic Affairs. If prior approval is not obtained, the department must use their non-state funds for reimbursement of meals with candidates.
- The Search Committee should use these opportunities to provide interaction with all faculty in the Department while limiting reimbursement on each occasion to one faculty member and the candidate. Please include an itemized receipt with the Check/ Reimbursement Request form found on the Controller's website. When the Check/Reimbursement Request form and receipt have been received in Academic Affairs, the Chancellor's Representative for State-funded Meals Form will be attached and forwarded to the appropriate office.
- If you would like a meal in the cafeteria, send an email to the Executive Assistant in Academic Affairs. A catering request will be completed for the candidate and one faculty member. The Chancellor's Representative for State-funded Meals Form does not confirm where the meals will be held.
- Reimbursement to departmental faculty for meals with prospective candidates will be limited to the In State per diem rates for breakfast, lunch and dinner. The faculty member is responsible for the excess over the per diem rate unless the Department Chair or the Dean approves payment of any excess from their departmental non-state funds.

- The purchase of alcoholic beverages from State funds is prohibited. Once again, the Department Chair or the Dean must approve the payment of these expenses from their allocation of non-state funds.
- To avoid any confusion within the department, it would be beneficial to discuss with the Department Chair and/or the Dean of the Division the standard for payment of any meal excess and/or alcoholic beverages prior to the candidate visits. The reimbursements processed by Academic Affairs will follow the guidelines listed above unless prior written approval of any exception is obtained from the Provost.