

**RECRUITING SECTION
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Chairs are asked to review the **entire** recruiting section prior to beginning the recruiting process.

STAFFING REQUESTS AND RECRUITING GUIDELINES

In every instance where a faculty position has become or will become vacant, and the department wishes to renew the position, it is the responsibility of the Chair to submit a request for its continuation to the Educational Affairs Committee. *Any proposals for faculty positions should be submitted to the EAC by the end of the first week of April two academic years prior.* This rule also applies to term positions that will expire at the end of the subsequent year, even if it is the department's intent to reappoint the current holder of the position. In all cases, the deadline will allow sufficient time for a review of the candidate by the Reappointments Committee, if the EAC recommends reauthorizing the position. In addition, requests for supplemental or special staffing, such as that provided by an emeriti faculty member must also be requested through these channels. A department or program may begin to recruit only after the President and Provost have approved a recommendation from the Educational Affairs Committee and the Provost has authorized the Chair or Director to begin the search.

I. Request for Staffing to the EAC

A. Material to submit. To begin this process, the Chair or Director (or more than one, in the case of a joint appointment) should send the following information (in electronic form) to the Chair of EAC (Alison Byerly), and to Donna McDurfee:

- A departmental teaching schedule for the current year and the proposed teaching schedule for the next two years. Be sure to indicate which courses, if any, will count as two instructional units. *Please use the EAC Request Form/Staffing report form available on the Academic Affairs website at <http://www.middlebury.edu/academics/acadaff/curriculum/>.* Estimates of future enrollments should be based on the enrollment histories that are posted on the Academic Affairs website. Further, the new teaching load guidelines should be used for plans beginning in 2011-12.
- A rationale for how the position will fit within the department (or departments or program) curriculum and how the position will sustain or enrich the curriculum of the College. The narrative should include specific teaching assignments and the number of courses expected to be taught in each department or program.
- An explanation of how the proposed position will allow the department to contribute toward meeting College-wide curricular goals, such as the First-Year Seminar Program, the Writing Program, distribution and cultures and civilizations requirements, interdisciplinary programs, and independent senior work in the major.
- Recruiting and interviewing plans (when and where)
- A copy of the job advertisement, and an explanation of where it will be placed and for how long. It should follow the model of the sample ad in this handbook (pg. 76 or on the Academic Affairs website)
 - include the rank and terms of appointment
 - the field or fields to be covered
 - the department contact person or persons
 - request for 3 letters of recommendation (two of which should speak to the candidate's teaching ability)
 - graduate transcripts where appropriate
 - a deadline where appropriate

- importance of teaching in a liberal arts institution
- a sample of the candidate's scholarly or artistic production
- Middlebury College is an Equal Opportunity Employer, committed to hiring a diverse faculty to complement the increasing diversity of the student body.

If it is customary in your field for advertisements to request a more limited application package (i.e., recommendations, scholarly material, and transcript requests to follow a preliminary review of vitae), be sure to assemble all of these materials in time for a thorough review of dossiers.

- **(For tenure-track positions only)** please include the names of two colleagues from outside your department, and preferably outside your division, to serve on the search committee. The Provost, in consultation with the EAC, will appoint a colleague from outside the department to serve on the search committee. This practice recognizes that appointment to the Middlebury faculty extends beyond a department: faculty in all departments teach in the First-Year Seminar program, serve on college-wide committees, advise theses outside a department, and contribute generally to the life of the College. In addition, many colleagues find a perspective from outside their department useful.

IMPORTANT: If there is a possibility that you will hire a foreign national or non-permanent resident for the position (especially if it is tenure-track), you must be extremely cautious about documenting the search. If the successful candidate is not a U.S. citizen, you will need to explain your reasons for appointing him/her over a U.S. citizen. The Department of Labor will want a list of everyone who applied, their citizenship (if known), and the reason they were not qualified, such as wrong area of specialization, not enough publications, etc. Therefore, please keep complete records of any search in which a non-permanent resident may be appointed. (You should save the dossiers of all short-listed candidates of the search.)

Please note that only under the most exceptional circumstances will the College consider appointing to the faculty an individual who is not legally authorized to work in the U.S. The College must be able to prove that said person is equal to or better than all candidates who are U.S. citizens or permanent residents. We are within legal bounds to ask a job applicant “whether or not they are or will be (when the position begins) legally authorized to work for Middlebury College” before offering the position. (This does not mean you can ask whether the candidate has a GREEN CARD—you may only ask whether he or she is *legally authorized* to work in the U.S.—and specifically Middlebury College, since many visas are employer-specific). If the candidate is authorized to work in the U.S., you may not treat him/her differently from U.S. citizens. If the candidate is not authorized to work in the U.S., we may not hire him/her unless we agree to apply for a temporary work visa on his/her behalf, although we are under no obligation to do so. Once an applicant is hired, he/she must prove (by showing original documents for the I-9 form) that he/she is legally authorized to work in the U.S. Chairs should contact the Office of International Student and Scholar Services (ISSS) (x5858) if questions arise regarding visa support for incoming faculty.

The College will reimburse faculty for visa application fees to enable faculty to accept a position at the College.

In addition, the College will provide up to \$2,200 of start-up funds for the purpose of obtaining their permanent residency.

B. EAC authorization. The EAC may provide specific guidelines or stipulate conditions to Department Chairs when a position is approved.

II. RECRUITING PROCEDURES

A. Background. After securing approval from the Provost for the text of the job advertisement, the Chair (or Chairs, or Chair and Director, in the case of interdisciplinary appointments) is/are responsible for advertising the position. (**Please see the *Procedures and Guidelines for Placing Ads*** on pg. 75 or on the Academic Affairs website.) Public announcements in appropriate publications, letters to Chairs at graduate institutions, as well as personal and professional contacts should be used to solicit nominations for a position.

The advertisement will be listed on the College's website, Chronicle of Higher Education website and <http://www.higheredjobs.com>. Be sure the Office of the Provost has an electronic version of the approved advertisement for this purpose. Note: Although the Department of Labor does not have a written rule pertaining to advertising for positions in which a foreign national may be hired, our experience has been that they require a print ad to ensure all job seekers can obtain the job notice. The Provost's office routinely posts tenure-track and three-year term positions in a single ad in the Chronicle of Higher Education each fall.

The Provost may approve travel to professional meetings by a Department Chair or a designate for recruiting purposes. Please see the recruiting trip guidelines below under section C. "Off-Campus Interviewing." **NOTE: All travel for the purpose of recruiting must be approved by the Provost in advance.**

B. Collection of dossiers. The Chair(s), in conjunction with the Department Coordinator, are responsible for collecting and organizing the records of all the candidates, and for establishing the search committee's review procedures. In searches for tenure-track positions it is customary that only tenured and tenure-track faculty examine dossiers and make selections for interviews, on-campus visits and offers. Exceptions to these guidelines are at the discretion of the Chair.

Please note: Since the fall of 2002, the Human Resources Office has been collecting aggregate data on the demographic composition of the candidate pool in every search. When the Department or Program Coordinator acknowledges receipt of an application, he or she should enclose a "Voluntary Self-Identification Card," supplies of which should be requested from Reneé Brown, Coordinator of Academic Office Support (x5124). Candidates are asked to complete these brief questionnaires voluntarily and anonymously, returning them to the Human Resources Office. At the end of each search, the Human Resources office will compile data on the ethnic and gender make-up of the candidate pool in each faculty search. The Human Resources Office will send the compiled data to Department Coordinators by May 31, for inclusion in the department recruiting reports, which are due in the Office of the Provost by June 30.

C. Off-Campus Interviewing.

(The Provost must approve all travel for this purpose in advance.)

1. **For Tenure-Track Positions (or term positions of three years or more).**

- a. For an appointment within a single department, the Recruitment Budget will fully support:
 - The expenses of a Chair (or the Chair's designate) who is organizing recruitment and interviewing candidates at a professional meeting, whether or not s/he is giving a paper.
 - In addition, if twelve or more candidates will be interviewed at the professional meeting, a second interviewer--selected by the Chair in consultation with the department, the Provost and, where appropriate, any relevant program(s)--will be fully supported from the recruitment budget.

- If a second interviewer is to be supported by the recruitment budget, the list of those interviewed at the professional meeting must be submitted together with the request for reimbursement.
 - Should a third interviewer for a tenure track position be desired to attend the professional meeting at which recruitment interviews will take place, the recruitment budget will pay \$300 of the third interviewer's conference recruiting expenses. S/He may apply to the FPDF fund for the balance of his/her expenses up to the limit of the usual FPDF guidelines. That is, reimbursement will be limited to \$650 if the colleague is not presenting a paper or poster or serving on a panel or symposium, but will not be limited (within reason) if s/he is on the program.
 - Where it has been impossible to interview in person a candidate whom the search committee wishes to invite to campus, *it is strongly recommended that a thorough preliminary interview be conducted by telephone.*
- b. In the case of an interdisciplinary appointment, the Recruitment Budget will fully support the expenses of two Chairs or representatives, one from each of the departments or programs involved.
2. **For term contracts:** The recruitment budget will pay for a total of two trips. In other words, the department or departments may choose to:
- a. Send the Chair and one faculty member to a conference but not invite any candidates to campus,
 - b. Send the Chair to interview at a conference and then invite one candidate to campus, or
 - c. Invite up to two candidates for campus visits, but not interview at a conference. Exceptions to this limit may be made for multi-year term positions with the approval of the Provost.

(N.B. Travel for recruiting purposes does not affect one's eligibility for FPDF monies to support travel for scholarly purposes.)

D. On-campus Interviewing.

1. The search committee should arrive at a short list of five to six candidates.
2. Chairs should contact the candidates on the short list to confirm their continued candidacy for the position.
3. Dossiers should be sent to the Provost ranked in order of preference with the top two candidates for a campus visit noted. A brief explanation of ranking should also be included with the dossiers. **Chairs and members of the search committees are requested to refrain from marking up the candidates' dossiers before submitting them to the academic administration for review.** To ensure that candidate dossiers are readily available to all colleagues participating in the interview process, and that confidentiality is maintained, the dossiers should remain in the department. The Provost and the appropriate Academic Dean will review the dossiers. The Provost and/or the Academic Dean may ask to review additional folders from the search.
4. The Provost will approve all invitations to candidates for an on-campus interview and will notify the Department Chair of those approved. Approval for two visits shall be the norm. Where it seems appropriate the Provost may approve a third visit as well. These visits should be scheduled as closely together as possible, within a two to three week period.

5. **Contact Mari Price to make all arrangements for administrative interviews for all candidates.** Interviews with the academic administration are most productive when scheduled toward the end of a candidate's visit.

- For **tenure-track candidates**, the following administrative interviews will be scheduled:
 - i) Forty-five minutes with the Provost and the Dean of Curriculum or the Dean for Faculty Development and Research (as appropriate to discipline).
- For term or part-time positions of **3 years in duration**:
 - i) Thirty minutes with the Provost or the Dean for Faculty Development and Research (as appropriate to discipline).
- For term or part-time positions of up to 2 years in duration:
 - i) Thirty minutes with the Dean of Curriculum or the Dean for Faculty Development and Research (as appropriate to discipline).

6. **Preparation of candidate folders for administration interviews:**

Three (3) working days prior to the arrival of the candidate, file folders should be submitted to Mari Price in Old Chapel. The department is expected to provide the appropriate number of file folders for each interviewee for distribution to the Academic Administration. Please submit four complete folders for each tenure track position, four complete folders for term or part-time positions of 3 years in duration and two folders for term or part time positions of up to 2 years. Each folder should include:

- A copy of the candidate's interview schedule
- A copy of the job description/advertisement
- The candidate's letter of application
- His or her current c.v.
- Three current letters of recommendation.

Each file folder should have a file tab on which the following information is typed:

- Candidate's name
- Department
- Position (e.g., TT or Term)
- Date of administration interview.

Please do not send incomplete folders to Old Chapel.

1. **Scheduling of campus interviews:**

Departments are responsible for establishing the interview schedule and for informing the candidate in advance of his or her arrival of what is expected during his or her visit. **NOTE:** Due to budget constraints the Recruiting budget will not cover the cost of lunch for lectures scheduled during the lunchtime slot. The Recruiting budget will cover the cost of providing drinks. If your department budget has sufficient funds to cover this type of expense and you choose to use them for it you may do so. The candidate should be asked to:

1. Teach a class,
2. Deliver a lecture, (**under no circumstance should a candidate lecture or talk be scheduled at the same time as a Chairs' meeting, Faculty meeting or faculty lecture series event**),
3. Make an informal presentation, or some combination of these (1-3).
4. Department Chairs should publicize lectures given by all candidates, and invite faculty in related disciplines to attend presentations and provide assessment.

5. The Department Chair should inform the Provost about any lecture/presentation by a candidate for a tenured position, so that administrators and members of the Promotions Committee can attend.
6. The interview schedule should allow at least one member of the Academic Administration involved in the recruiting process to attend a lecture or class given by the candidate.

The on-campus interview should be used to full advantage. The candidate may want to know about various aspects of the College (e.g. student life, institutional diversity, facilities) the town, the schools, childcare, people with similar avocations, or spousal employment (see next paragraph). When planning the schedule for a candidate's campus visit, Chairs should anticipate and accommodate a candidate's requests. Colleagues should also consider interviewing a candidate together; the interview can be somewhat longer but may yield more insight. Interviews should be scheduled with appropriate faculty in interdisciplinary programs or other departments, with student majors and, wherever possible, with appropriate students outside the department. Faculty are appointed to departments, to be sure, but are members of the College faculty; it is therefore crucial to give visiting candidates an introduction to our curriculum and academic life that encompasses both the department and a broad view of the College.

Chairs should alert candidates to the College's spousal/partner employment policy *when extending the invitation for a campus interview, or at some other moment you deem appropriate*, making the candidate aware that the college's office of Human Resources is prepared to discuss spousal employment possibilities in the area or at the college if so requested (see the Spouse/Partner Employment Guidelines, pg. 59 or on the Academic Affairs website).

The Chair should also draw the candidate's attention to the Human Resources and the Academic Affairs web pages (which have links to various area resources), so that s/he can decide whether s/he would like to make use of this information. While we are constrained from inquiring about a candidate's personal circumstances, once the candidate of his or her own accord broaches the subject of spouse or partner employment it is consistent with College policy to be as open, informative, and helpful as possible.

On the other hand, please do remind your colleagues that **it is not appropriate to ask a candidate about his or her personal circumstances or marital status**, and that a small indiscretion can go far in alienating a candidate we might want to appoint.

Student role in interviewing. Students should be invited to talks by candidates and should meet with candidates who are interviewed on campus; lunch in the dining halls is often a good time for such a meeting. **(NOTE: Student meals will NOT be reimbursed if students eat lunch with a candidate in a dining facility on campus that is NOT part of the meal plan. If the students involved are not on the meal plan, please obtain meal tickets for them, from Mari Price.)** Students should not be shown any candidate's dossier, except for his or her *curriculum vitae*, statements of teaching, course syllabi, and research interests. As stated above, interviews should be scheduled with student majors and, wherever possible, with appropriate students outside the department.

E. Salary and benefits.

- Terms of **compensation** will be discussed with all candidates by the Provost. To preempt potential confusion and misunderstanding, Chairs are asked to refer any questions about compensation to the Provost.
- Start-up funds will be discussed with the candidate in the interview with the Provost. After an offer has been extended, the Department Chair should request that all job candidates

submit their requests for equipment or other **start-up support** to Alison Byerly, Provost. If it is anticipated that there are significant start-up needs, Chairs should encourage candidates to discuss this during their on-campus interview.

- Arrangements for **moving subsidies** are also made by the Provost.

Department Chairs and Program Directors should be sure to inform successful candidates that they must save original receipts for moving expenses in order for their reimbursements to be processed. Completed voucher forms and original receipts should be forwarded to Mari Price in the Office of the Provost for processing. Moving subsidies are granted in accordance with the following guidelines:

<u>Candidate's relocation distance</u>	<u>Subsidy</u>
within New England	\$1,600
up to 1,000 miles	\$2,300
up to 2,000 miles	\$2,800
over 2,000 miles	\$3,500

Expenses covered by the moving subsidy:

- ***Moving subsidies may also be used to cover travel expenses for house-hunting trips or for a trip by the candidate's spouse or partner*** to seek employment in the area, or to make arrangements for relocating to Middlebury.
- Reimbursement for mileage at \$.55 per mile, or gas and tolls - **not both**
- Moderately priced meals en route for all immediate family members
- Moderately priced overnight accommodations en route for all immediate family members
- Boxes for mailing and packing
- Mailing of packages and books
- Moving company bills (we prefer to reimburse you, not pay the mover)
- Economy airline tickets and/or train tickets for immediate family members
- Taxi to Middlebury from Burlington Airport
- Costs associated with transporting household pets

F. Final recommendation and offer of appointment. In arriving at a recommendation to the Provost, the search committee should solicit and weigh the opinions of all those colleagues (outside of the Academic Administration) who participated in interviewing the candidate. The sole criteria in any search are academic; the College does not discriminate on the basis of age, sex, color, race, national origin, religion, sexual orientation, or disability, and it forbids discrimination on any other grounds unrelated to the teaching and research obligations of a faculty member.

The Provost will communicate the administration's decision on the search committee's recommendation to the Chair. The Chair of the department is responsible for extending the offer of appointment to the candidate. The Chair should determine with the candidate the needed amount of start-up funds (see "Salary and benefits" above).

A candidate should be given a reasonable time to respond to an offer of appointment (1-2 weeks). If circumstances seem to warrant a shorter or longer time frame, the Chair should discuss the situation with the Provost.

Any further negotiation about salary, start-up funds, or other terms of the contract should be referred to the Provost. Upon receiving the candidate's verbal acceptance of an offer, the Chair should immediately contact the Provost, who will prepare a formal letter of appointment setting

forth terms of compensation and any negotiated provisions. (It is not our practice to issue a letter of appointment until the candidate has accepted the position verbally.)

G. Non-permanent residents of U.S.

The hiring of non-permanent residents of the U.S. is now far more complex than in the past. If you offer a position to a non-permanent resident, thorough documentation of the recruiting process is necessary. **Please refer to section A, under Staffing Requests and Recruiting Guidelines (in this document) for information on documentation of non-permanent residents of the U.S.**

III. RECRUITING AND REPORTING POLICIES

A. Guidelines

Term and tenure-track positions must be advertised in the appropriate outlets for the discipline. **Where appropriate, positions should be advertised in minority professional journals.**

Chairs should keep track of the date of receipt of all correspondences, and respond with a letter to all inquiries in response to advertising.

You should *not* respond to all referees who have provided a letter of recommendation. While this has been done in the past, the cost of such a courtesy is substantial. There is no need to answer unsolicited inquiries, but common courtesy dictates that candidates no longer under active consideration should be so informed as promptly as possible.

Even as you extend an offer of appointment to the first-choice candidate, it is advisable to apprise the second and third choice candidates that they are still under serious consideration, and to gauge their continued interest in the position. The success of a search can depend on the deftness with which you retain the interest of your second or third choice candidate. Candidates who have been interviewed at professional meetings or on campus, or who have been notified in any way that their names have reached a short list, should be notified immediately when the position is filled.

Chairs should notify the Provost if they hear of any charges of discrimination, and should keep records of correspondence relating to such charges.

B. Reporting

After recruiting is completed, please submit a department recruiting report to the Provost's office by **June 30**. The report should include the following:

- i) Paragraph describing the position.
- ii) A copy of each advertisement placed.
- iii) A paragraph describing how recruiting was conducted: universities contacted; advertising; trips taken; approximate number of solicited and unsolicited inquiries; brief indication of number of fully qualified candidates considered, and the number interviewed.
- iv) Affirmative action reports: 1) Recruiting Summary report, which is available to you from the Department Coordinator through the recruiting database; and 2) the EEOC report which is sent from the Human Resources Office to Department Coordinators by May 31. (The EEOC report is compiled from the Voluntary Self-Identification Cards returned by candidates.) These reports provide data on the composition of the candidate pool by sex, race, and national origin. This information will enable the administration and faculty to assess our degree of success in attracting applications from a diverse pool of candidates.
- v) A list of all candidates invited to Middlebury, or where no campus interview was necessary, all candidates interviewed by the Chair, and a very brief summary of those meetings. Chairs

should organize the dossiers, along with all correspondence and memoranda pertaining to the candidates who did not receive appointment. Chairs should keep the dossiers in their department offices for at least 3 years after the search has been closed. (The dossiers should then be shredded.) They should retain these records to show that the searches were sufficiently wide and that impartial considerations were given to all candidates. If an opening is filled after one interview on the Middlebury campus, it is particularly important that the College be able to show that the position was offered on the basis of a considerable number of dossiers.

IV. CHARGES TO THE RECRUITING BUDGET

Please read carefully the guidelines for recruiting costs below, especially with regard to travel and entertainment.

A. Travel costs for candidates: Once a department has been authorized to invite a candidate to campus, the College will cover travel costs for the candidate, but not for a spouse or partner. If, however, an individual comes via automobile (or any other way at his or her expense), we will pay for overnight accommodations and meals for the person accompanying the candidate.

Chairs should inform candidates who need to fly to Vermont that the Department Coordinator will arrange his or her travel through the College's agent, Accent Travel or Milne Travel. If a candidate insists on making his or her own travel plans, the Coordinator should give the candidate the number for Accent Travel (800-666-3125) or Milne Travel (800-90-MILNE). In these cases, Chairs or Coordinators should call Accent Travel or Milne, informing them of the names of the candidates who will be booking flights, and should provide the travel agent with the proper Banner information for the reservations, as follows:

<u>Index</u>	<u>Account</u>	<u>Activity Code</u>
DFRECR	706710 (Visitor Airfare)	“XXX” plus the ALPHA Code assigned to your Department (i.e., REL for Religion)

Pease give the Banner account information to Accent Travel or Milne, not to the candidate. Please note also that the correct account code (expense code) for the candidate's travel is 706710, not 706210. Account code 706210 is for Middlebury personnel travel only. If you have any questions about this procedure, contact Mari Price (x5391). The candidate should be able to pick up his/her ticket at the airport, or, if the reservations are placed far enough in advance, the tickets could be sent to the candidate. (NOTE: The College saves money not only through the lower fares guaranteed by Accent Travel, but also through a 12% rebate on all travel [and lodging] booked by Accent.)

The recruiting budget will **not** cover the cost of rental cars for candidates who fly or take the train to visit Middlebury. It will, however, reimburse the person who drives to Burlington to pick up and drop off the candidate at the airport. The College reimburses the round-trip from Middlebury to Burlington as 70 miles at \$.55 per mile.

B. Guidelines for entertainment

1. Luncheons:

Lunches at **College dining halls** for the candidate, his or her spouse/partner, the Department Chair, and one other person will be covered by the recruiting budget in full.

At **restaurants**, the recruiting budget will cover **up to a total of \$40.00** for the candidate lunch, regardless of the number of attendees. There is no need to have a large lunch with candidates,

especially since the department gets to meet them in other venues, and most candidates go to lunch with students in the dining halls. **Charges exceeding \$40.00 will be charged to the department's budget. When vouchers are submitted for reimbursement, a list of all attendees must be attached. If this information is not provided, vouchers will be returned to the department coordinator.**

The recruiting budget will cover student lunches with candidates if the lunch is in one of the campus dining facilities – Proctor or Ross. If a student is not on the meal plan, obtain a meal ticket from Mari Price for lunch in one of the previously mentioned facilities. Lunches with students held in the Grille or the Juice Bar will not be covered by the recruiting budget.

2. Dinners:

Taking a candidate out for dinner at a local restaurant is a gesture of hospitality extended to external candidates by necessity. Beyond that they also serve the purpose of introducing them to their potential new colleagues in an informal atmosphere.

The recruiting budget will cover all costs at the **College dining halls** for the candidate, his or her spouse/partner, the Department Chair, and one other person.

At **restaurants** the recruiting budget will cover **up to \$120.00 for up to three people, including the candidate. Charges exceeding \$120.00 will be charged to the department's budget.** When vouchers are submitted for reimbursement, a list of all attendees must be attached.

If a faculty member wishes to host a dinner at home for a *job candidate*, the recruiting budget will reimburse expenses **up to \$100.00**. If the department wants to have a dinner catered by the College's food service in the President's Dining Room, the recruiting budget will cover up to \$90. (Only one subsidized home dinner will be allowed per candidate.)

The number of meals covered by the recruiting budget for a campus interview varies according to the length of the stay, as outlined below:

- If a recruiting candidate stays over the weekend, the recruitment budget will cover 3 days of meals, or 10 in all;
- If a recruiting candidate visits only during the week, the recruitment budget will cover 2 days of meals, or 7 in all,
- The recruiting budget will cover up to \$25 per breakfast

PLEASE NOTE: If a Chair wants Dining Services to provide alcoholic beverages, he or she must apply for a license through Dining Services **at least 21 days** prior to the event.

C. Accounting procedures (for recruiting)

Travel booked through Accent Travel or Milne Travel will be charged directly to the College when the following Banner information is provided: Index (DFRECR), Account 706210, and Activity Code (“XXX” plus the ALPHA Code assigned to your Department, i.e., REL for Religion = XXXREL). Accent Travel (388-3125) or Milne Travel (388-6600) may also be able to provide rates at your conference's hotel less costly than those offered by your conference.

Chairs need to include the name of the candidate on each voucher for payment of recruiting expenses. The Banner account information to use is as follows: Index (DFRECR), Account (as appropriate to the expense incurred), and Activity Code (“XXX” plus the ALPHA Code assigned to your Department, i.e., REL for Religion = XXXREL).

Vouchers must be sent to Mari Price, complete with the appropriate Banner information and the reason for the expense. All receipts should be itemized and attached. If you have any questions, please contact Mari Price (x5391 or email). **In cases of off-campus meals, Chairs must provide a list of attendees, purpose of the meal, and the candidate's name. If this information is not provided, vouchers will be returned to the department coordinator.**

The Academic Contingency budget will cover up to \$300 per department for unusual telephone and postage charges related to recruiting. Academic Contingency will not cover office supplies related to recruiting. Please charge telephone and postage expenses to the department budget initially. When departmental recruiting is completed, please summarize all telephone and postage charges and submit a request for a journal voucher, via email, to Mari Price. Once approval for the journal voucher has been obtained through Mari, please send her a hard-copy version of the journal voucher at Old Chapel 208, attaching relevant Banner printouts of postage and toll call charges related to recruiting.

PROCEDURES AND GUIDELINES FOR PLACING ADVERTISEMENTS TO BE CHARGED TO RECRUITING BUDGET

Please follow the guidelines listed below in order to be sure the advertisement is paid for in a timely manner:

1. Middlebury College is committed to attracting and retaining a diverse and talented faculty to complement the increasing diversity of the student body. Please review the information on diversity publications/websites that has been sent to your department coordinator, or you may contact the Provost to identify publications and resources for obtaining the most diverse applicant pool. Advertising expenses for posting in diversity publications/websites will be covered by the recruiting budget.
2. Once a position is approved by the EAC, the Chair should consult with the Provost to obtain two further approvals:
 - a. The wording of the advertisement; and
 - b. The costs expected for placing the advertisement(s) and the publication(s) where the advertisement(s) will appear.
3. Once these approvals have been obtained, the Department Coordinator can place the advertisement directly via fax, email or phone. If a credit card is required to place the advertisement, contact Mari Price (x5391) and she will provide the number. If a bill can be sent, have it sent to the department, to the attention of the Department Coordinator so that a voucher can be filled out and forwarded to Mari Price for processing. Banner information for advertising vouchers is as follows: Index: (DFRECR), Account Code (710010), Activity Code (XXX plus your alpha department code).

Please note: *These procedures have been established due to the increasing number of positions being recruited and the number of departments using the recruiting budget.*

Job Listing Sample

MIDDLEBURY COLLEGE, MIDDLEBURY, VT 05753 The Department of _____ seeks [(Visiting) Assistant Professor or Instructor (ABD)] for a [*tenure-track, one-year, two-year, etc., term*] position, beginning September 20--, in [*areas of specialization sought*]. The successful candidate will teach courses in [*area one*] and [*area two*] [*and College-wide curricula or interdisciplinary program in*] Candidates should provide evidence of commitment to excellent teaching and scholarly potential. Send letter of application with a statement of teaching interests, curriculum vitae, graduate transcript, a sample of scholarly work, and three current letters of recommendation, at least two of which must speak to teaching ability, to: Professor [*Chair's name and address*].* Review of applications will begin [*date*] and end when the position has been filled. Middlebury College is an Equal Opportunity Employer, committed to hiring a diverse faculty to complement the increasing diversity of the student body.

*If it is customary in your field for ads to request a more limited application package (i.e., recommendations, scholarly material, and transcript requests to follow a preliminary review of vitae), this sentence can be revised accordingly. But departments must be sure to assemble all of these materials in time for a thorough review of dossiers.

SAMPLE

INTERVIEW SCHEDULE

**DEPARTMENT OF EXPLORATORY SURGERY
(Tenure Track)**

**PETER JONES, Ph.D.
February 8-10, 2010**

Arrives Wednesday, February 6 at 5:45 p.m.

United Airlines - Flight # 6223 from Pittsburgh

Frank N. Brown, Chair, will escort to Middlebury

Accommodations: Middlebury Inn, Middlebury, VT
Phone: 802-388-1111

College Contacts: Frank N. Brown, Department Chair
Phone: 802-443-2222 (office)
802-388-9832 (home)
Email: fbrown@middlebury.edu

Suzanne Spelling, Department Coordinator
Phone: 802-443-2221 (office)
802-388-9894 (home)
Email: sspelling@middlebury.edu

Travel Agency: Accent Travel
Contact: Lisa, 800-666-3125

SAMPLE

Peter Jones, Ph.D.

Candidate for Tenure-Track Position in Exploratory Surgery

Wednesday, February 6

5:45 p.m. Arrival at Burlington Airport - escorted to Middlebury Inn by *Frank N. Brown*, Chair

7:30 p.m. Dinner with Exploratory Surgery Department Faculty at Mr. Ups Restaurant - escorted by *Frank N. Brown*, Chair

Thursday, February 7

7:45 a.m. *Frank N. Brown*, Chair, will transport candidate to campus

8:30-9:45 a.m. Candidate teaches EX101 - Bicentennial Hall 126

10:15-11:00 a.m. Administrative Interview - Old Chapel 207
Alison Byerly, Provost and Executive Vice President and *Bob Cluss*, Dean of Curriculum **or** *Jim Ralph*, Dean for Faculty Development and Research (as appropriate to discipline).

12:00-12:45 p.m. *Suzie Hyde*, SGA representative will escort candidate from Old Chapel to Hamlin for lunch with students.

1:00-2:00 p.m. Department Interview - Bicentennial Hall 530

4:15 p.m. Lecture - Chateau C
"Why You Should Hire Me"

6:00 p.m. Candidate Reception - Grand Salon

Friday, February 8

9:00 a.m. Candidate will be picked up at Middlebury Inn by College Professor Smith and transported to Burlington Airport

11:00 a.m. Departure from Burlington Airport (US AIR Flight 3333)