

## **Policy on Faculty Candidate Visits to Campus**

### **Interview Visits**

Each department/center with approval to search will be given \$10,000 during the interview season for expenses incurred in bringing candidates to campus.

The Dean's Office will be responsible for placing generic Whiting School of Engineering faculty hiring advertisements in the three minority publications (Society of Women Engineers, National Society of Black Engineers, and Society of Hispanic Professional Engineers).

Individual advertisements in other specialized publications will be deducted from the \$10,000 allotment.

Departments should forward receipts and signed travel reimbursement forms to the Business Office for processing. After the \$10,000 limit is reached, travel reimbursements should be processed by the department/center and paid from department/center funds.

Beginning with the 2006-2007 search season, the Business Office will require itemized food receipts, not just credit card receipts. No reimbursement for food will be processed without an itemized receipt.

Alcoholic beverages must be charged to an unallowable object code (i.e., 4419).

There will be no limits on costs for individual visits, but the \$10,000 accounts will be monitored by the Dean's office. Any unusual expenses should be explained by the department/center.

### **Pre-Acceptance/Post-Interview Visits**

In the case of a highly sought-after candidate, departments may wish to bring him or her back for a visit to see the Baltimore area before he or she makes a decision. This visit should generally be reserved for a faculty member who is considered a "target of opportunity," and requests will be handled on a case-by-case basis. Departments should make a request to the Dean prior to approving any visit or expenses. Acceptable expenses for reimbursement will be as provided for under House Hunting Visits (see below), except that a maximum of 3 days will be reimbursed.

### **Post-Acceptance (House Hunting) Visits**

A maximum of 5 days will be reimbursed at a maximum of \$320 per day for the candidate and spouse/significant other or a maximum of \$260 per day for the candidate alone. Expenses will be reimbursed only for the candidate and spouse/significant other. This rate is based on hotel lodging

(Hopkins rates), meals, and an economy-size rental car. Airfares are not included in the per diem, and will be reimbursed at cost. However, economy/coach fares are preferable. Whenever possible, departments/centers should make hotel arrangements at the Colonnade to assure Hopkins rates.

The candidate must submit all receipts for expenses over \$25. Restaurant and other food receipts must be itemized. No reimbursement will be made for credit card receipts alone.

The Dean's office will not reimburse for entertainment, child care, alcohol, or personal phone calls.

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