

**GENERAL FACULTY RECRUITMENT EXPENSES FOR UNIVERSITY
DEPARTMENTS (NOT MFA)**

Paid for by the Office of Faculty Affairs

- Advertisement in Academic Physician & Scientist for all SMHS positions PLUS; Science or Cell for SMHS basic science positions. Office of Faculty Affairs will pay for line ads only. Additional cost of display or “box” advertisements to be absorbed by recruiting department. Newsprint ads are placed at the department’s expense.
- Travel to and from DC - this would include taxi’s to and from mode of transportation and airport parking where applicable. Airline fares will be reimbursed at coach rate only. All airline reservations should be made a minimum of 21 days in advance in order to secure optimum fares. The additional cost of tickets purchased without advanced notice will be absorbed by the department.
- Housing and meals not otherwise arranged by department for 1 night. Housing costs not to exceed \$145 + tax per night without prior approval from the Office of Faculty Affairs.
- Moving expenses per Faculty Handbook

During the second visit the following expenses will be covered for the candidate and their spouse

- Travel to and from DC - this would include taxi’s to and from mode of transportation and airport parking where applicable. Airline fares will be reimbursed at coach rate only. All airline reservations should be made a minimum of 21 days in advance in order to secure optimum fares. The additional cost of tickets purchased without advanced notice will be absorbed by the department.
- Housing and meals not otherwise arranged by department for maximum of 2 nights. Housing costs not to exceed \$145 + tax per night without prior approval from the Office of Faculty Affairs.

Paid for by recruiting department

- Housing and meals not otherwise arranged by department over 1 night
- All entertainment expenses, including those incurred by candidates (i.e. in-room movies)
- All advertising expenses except as listed above
- Rental cars / chauffeured transportation / transportation within DC Metropolitan area during interview
- Moving expenses over and above Faculty Handbook.