

OLD DOMINION UNIVERSITY
University Policies and Procedures

6010 - FACULTY AND ADMINISTRATOR RECRUITMENT FUNDING PROCEDURE

Statement:

University Recruitment Budget

- (1) The university maintains a central budget, called the University Recruitment Budget, for the support of essential recruitment expenses. Departments are **expected** to use other funding sources to support recruitment expenses beyond those provided by the central budget. Budget, administrative and related requirements are the responsibility of the Office of Academic Affairs.
- (2) The Faculty/Faculty Administrative Position Allocation Request (FORM #1 for Academic Affairs budget units and FORM #1A for non-Academic Affairs budget units) serves as the recruiting department's request to obtain recruitment (travel, lodging and meals) and advertising funds. Additional advertising funds may be requested when completing the Request for Advertising a Faculty Position (FORM #2) but additional funds will only be granted in extraordinary situations. Both of these forms must be approved by the Provost. Budget units may supplement funds allocated from the University Recruitment Budget at any time. Expenditures for travel, meals and lodging must remain within the guidelines set forth by the Virginia Department of Accounts. The University Controller's Office should be contacted for specific details regarding travel expenditures.
- (3) Non E&G budget units may not use the University Recruitment Budget or any other E&G funds to support their recruitment efforts; however, recruitment expenditures must be in compliance with applicable Commonwealth directives.
- (4) The amount of funds for each level of recruitment are set forth by the Office of Academic Affairs. That office also handles approval forms and instructions regarding advertising and relocation.

Responsibility: Provost and Vice President for Academic Affairs

Authorization: Jo Ann M. Gora, Acting President

Date: December 1, 1988; Revised November 8, 1995