A. PURPOSE

The purpose of this policy is to establish procedures for funding recruitments for instructional/research faculty and administrative/professional faculty.

B. AUTHORITY

*Code of Virginia Section 23.1-1301, as amended*, grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the *Board of Visitors Bylaws* grants authority to the President to implement the policies and procedures of the Board relating to University operations.

C. DEFINITIONS

N/A

D. SCOPE

This policy applies to all University departments.

E. POLICY STATEMENT

It is in the best interest of the University to hire the best-suited candidates for instructional, research and administrative/professional faculty. ODU is an equal opportunity employer and a competitive recruitment process helps to ensure equal opportunity and results in the selection of the best-suited candidate at a reasonable cost.

F. PROCEDURES

This policy is designed to set forth the procedure for funding faculty recruitments to control recruitment costs and allowing for the orderly implementation of the policy.

1. The university maintains a central budget, called the University Recruitment Budget for the support of essential recruitment expenses such as faculty position advertising and travel
expenses for interview candidates. Departments are expected to use other funding sources to support recruitment expenses beyond those provided by the central budget. To assist departments, the University Recruitment Budget pays the cost of the annual posting contract with *The Chronicle of Higher Education, Chronicle Vitae* recruitment website and other higher education recruitment websites as determined by the Office of Academic Affairs in consultation with the Department of Human Resources. Budget, administrative, and related requirements are the responsibility of the Office of Academic Affairs.

2. All recruitments for instructional/research faculty and administrative/professional faculty are required to be performed in the PAPERS System. Initiation of the recruitment in PAPERS serves as 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 section of PAPERS, but additional funds will only be granted in extraordinary situations. All recruitment advertising will be charged back to the budget unit except for the recruitment websites such as *The Chronicle of Higher Education* under annual contract. Budget Units may supplement funds allocated from the University Recruitment Budget at any time. Expenditures for travel, lodging and meals must remain within the guidelines set forth by the Virginia Department of Accounts. The University Controller’s Office website should be reviewed for specific details regarding travel expenditures for recruitment.

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 compliance with applicable Commonwealth directives.

4. The Office of Academic Affairs sets the amount of funding for each level of recruitment. That office also handles approval for advertising instructional faculty positions. The Department of Human Resources approves advertising for administrative/professional faculty positions.

G. RESPONSIBLE OFFICER

Provost and Vice President for Academic Affairs

H. RELATED INFORMATION

N/A