

Employee Recruitment Costs

Summary/Purpose: Regulations are given concerning the use of special funds for costs related to recruiting prospective employees.

Limited special funds are available for costs related to recruiting prospective employees, including cost of meals, lodging, and travel for on-campus interviews. Expenses for members of a prospective employee's family will not be reimbursed unless the person is being interviewed for a position of department chair or above. When expenses are to be paid for a prospective employee's spouse, approval should be obtained from the appropriate vice chancellor.