

#### **4. AUTHORIZATION TO INTERVIEW**

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## NARRATIVE: AUTHORIZATION TO INVITE FOR CAMPUS INTERVIEW

1. The Department-School provides the Dean's Office with copies of the candidates' *curriculum vitae* as well as copies of the letters of reference. Although authorization is given for the top three (for tenure-track positions) or the two (for visiting-term positions) ranked candidates, the *curriculum vitae* and letters of the (say) top ranked five or six candidates should be submitted: having more potential interviewees can save time – the Chair calls up the first three to invite but if one or two of them declines the invitation, he/she can immediately go to the next person without having to come back to me (or to Affirmative Action).

2. Dean's authorization is given only after a review the material (in the context of whether the candidates meet the minimum qualifications as advertised); if not, discussions will take place with the Chair-Director to resolve the issue.

3. If the position is advertised at the Assistant level only, ABDs can be invited in but the Search Committee must ascertain how close the candidate is to finishing: if the person just survived his/her qualifying exams and hasn't yet settled on a dissertation topic authorization will not be granted. The downside of interviewing (and eventually offering the position) to an ABD for a position advertised at the rank of Assistant is that if the individual has not completed all the requirements for the degree by the contract start date this individual will not have a job and the Department-School will not have a new faculty member. If the candidate – and this has happened several times – is, say, an Associate Professor someplace else they still can be invited for the interview but the Chair must talk to the person first and make sure that the individual fully understands that the position is at the Assistant level without tenure.

4. Review of the vitae is also based on the specific situation of the individual relating to the possibility of receiving prior credit towards the probationary period or waiving from this period some prior credit. Please review very carefully Article 12.10A (3) of the Collective Bargaining Agreement. The language in this section has changed compared to previous Collective Bargaining Agreements. The current text reads:

In computing years of service in fulfillment of this six-year maximum probationary period, credit shall be given for a maximum of two (2) years of prior service if the service includes all of the following characteristics: (1) full-time; (2) tenure-track; (3) in a position requiring research; and (4) service performed post-terminal degree. The absence of any one of these characteristics would not qualify the prior service for credit. Except for tenure-track instructors hired at Cleveland State University, the above parameters also apply to all faculty, including term and visiting positions ... with prior service at CSU.

For faculty hired as pre-terminal degree tenure-track Instructors at CSU, all years count toward the probationary period except that the faculty member may choose not to count up to two (2) years of such service. At the time of moving to the Assistant Professor rank, the faculty member wishing not to count such service must so inform the Dean and Department Chair/School Director in writing.

Particular attention is given to those individuals who would come to Cleveland State University with two (2) years of prior credit. These applications are evaluated as if they were a (hypothetical) third-year review in the sense that if this candidate had started at CSU and this

was the vita contained in the review dossier, would it be reasonable to conclude that this person is making adequate progress toward meeting the relevant criteria with additional effort? If so, the interview will be authorized; if not, the interview will not be authorized (after discussions with the Department Chair – School Director to resolve the issue. To bring someone in for an interview when there are real questions about the eventual promotion-tenure decision does a real disservice to all concerned parties.

5. Without exception, proof (“trust but verify”) that Affirmative Action has approved the interview pool interview is necessary before the Dean’s authorization will be given. Written documentation (a copy of Part A of the Affirmative Action Form with Maria Codinach’s signature or an email message from Maria with such authorization) is the “proof” required.

6. Any invitation extended for a campus interview without Dean’s authorization will be rescinded. The person who extended the invitation (Department Chair or Search Committee Chair) will have to call the candidate and withdraw the invitation. If the invitee had already purchased non-refundable air tickets, the Department will have to use their own funds – not the Dean’s – to reimburse the candidate. There have been a few instances where a Search Committee Chair extended an unauthorized invitation: this has leads to some very nasty recriminations all around.

7. The Search Committee Chair is then informed in writing of the authorizations, and once the schedule is being arranged, a meeting of one hour (for tenure-track positions) or 45 minutes (for visiting and term positions) is arranged with the Dean’s Office.

## **GUIDELINES FOR RECRUITMENT EXPENSES**

1. The Dean's Office is responsible for funding the expenses incurred in faculty searches. In most searches, the three top-ranked candidates for tenure-track positions and the two top-ranked candidates for visiting and/or term positions will be accorded interviews. "Local" candidates should not be seen as add-ons -- they should be within the top three (or two) candidates (i.e., geography should not be a variable in the evaluation/ranking process).
2. Once the Department receives authorization to interview from the Affirmative Action Office and the Dean's Office, contact is then made with the selected candidates. Only after arranging the details -- who is coming from where for how long -- can an estimated global budget be determined. The "Anticipated Recruiting Expenses" Form is then sent to the Dean's Office. This estimated expense will be approved or, if necessary, revised.
3. Entertainment and local travel expenses will be funded at \$200/day (including the candidate's local non-hotel expenses); a "day" is defined as a 24-hour period (i.e., 3.00pm to 3.00pm is one day (not two). Reimbursement to individuals for meals cannot exceed \$9 for breakfast, \$13 for lunch, and \$29 for dinner. Local mileage is reimbursed at 56.5 cents per mile. Any expenses for spouses/guests cannot be reimbursed. The amounts for individual meals (\$9, \$13, \$29) are the maximum amounts reimbursable from the Dean's account. Departments -- Schools may supplement these amounts from one's own wallet/pocketbook or Departmental funds. This \$200/day does not include the candidate's hotel/air expenses.
4. Please be advised that an understanding about expenses must be reached with the Dean's Office prior to the issuance of an invitation to a candidate to visit Cleveland State University if such a visit involves international travel (Canada for this purpose is not "international").
5. Candidates are to purchase their own tickets; they will be reimbursed after the on-campus interview. Please do not simply tell the candidate to purchase a ticket (for obvious reasons): some information-gathering is necessary by the Search Committee to ascertain general fares in order to set out some parameters for the candidates.
6. Candidates for junior positions are expected to spend one day on campus (one hotel night); candidates for senior positions should spend at least two days (two hotel nights). The hotel of choice is the Wyndham. Please make the reservations directly with the hotel -- do not have the candidates make their own arrangements (the direct billing process through CSU saves some money on rates and taxes). Please make sure that the Purchase Order specifies no alcohol, long distance telephone calls or internet connection fees.
7. Departments may wish to schedule the on-campus candidate visits to include a Saturday night stay-over (if so, the expected number of hotel nights stated in point 6 above may not be applicable) in order to realize more-than-offsetting savings on airfares. Also,

try to schedule on-campus interviews far enough in advance so that advance purchasing savings may accrue; the Dean's Office will fund next-day ticketing only under the most extraordinary circumstances.

8. In certain circumstances, the Dean's Office will subsidize a faculty member's presence at a professional meeting for recruiting purposes. The traditional arrangement has been that the Dean's Office will fund 50% of the expenses of one faculty member per authorized search. Please contact the Dean's Office to negotiate the details. Such negotiation must take place before the actual faculty travel; any after-the-fact request for supplementary funding will not be honored.

9. When the search is complete, please provide the "Actual Recruiting Expenses" form to the Dean's Office. This form is to be accompanied with complete documentation of the actual expenses and with a Budget Transfer Request (leave blank the amount to be transferred). The Dean's Office will then conduct a post-search audit of the recruiting expenses and the actual amount eventually transferred to the Departmental-School budget will reflect the results of this audit.

10. Points 1 through 9 are negotiable depending upon the particular situation. Please contact the Dean's Office to arrange a mutually satisfactory arrangement.

## ANTICIPATED RECRUITING EXPENSES

Department: \_\_\_\_\_ Position: \_\_\_\_\_ Position #: \_\_\_\_\_

|                           | CANDIDATE 1 | CANDIDATE 2 | CANDIDATE 3 |
|---------------------------|-------------|-------------|-------------|
| Name                      |             |             |             |
| Airfare/Transport.        | \$          | \$          | \$          |
| (From)                    |             |             |             |
| Arrival / Departure Times |             |             |             |
| Hotel                     | \$          | \$          | \$          |
| (# of Nights)             |             |             |             |
| (Name of Hotel)           |             |             |             |
|                           |             |             |             |
| Per Diem                  | \$          | \$          | \$          |
|                           |             |             |             |
| Miscellaneous             | \$          | \$          | \$          |
| (Specify)                 |             |             |             |
|                           |             |             |             |
| Subtotals                 | \$          | \$          | \$          |
|                           |             |             |             |
| TOTAL                     | \$          | \$          | \$          |

## ACTUAL RECRUITING EXPENSES

Department: \_\_\_\_\_ Position: \_\_\_\_\_ Position #: \_\_\_\_\_

|                           | CANDIDATE 1 | CANDIDATE 2 | CANDIDATE 3 |
|---------------------------|-------------|-------------|-------------|
| Name                      |             |             |             |
| Airfare/Transport.        | \$          | \$          | \$          |
| (From)                    |             |             |             |
| Arrival / Departure Times |             |             |             |
| Hotel                     | \$          | \$          | \$          |
| (# of Nights)             |             |             |             |
| (Name of Hotel)           |             |             |             |
|                           |             |             |             |
| Per Diem                  | \$          | \$          | \$          |
|                           |             |             |             |
| Miscellaneous             | \$          | \$          | \$          |
| (Specify)                 |             |             |             |
|                           |             |             |             |
| Subtotals                 | \$          | \$          | \$          |
|                           |             |             |             |
| TOTAL                     | \$          | \$          | \$          |



|   |
|---|
| FOR DEPARTMENT USE ONLY<br>BTR# (8 spaces only) |
| Unit Tracking #                                 |

### BUDGET TRANSFER REQUEST

Name of Department \_\_\_\_\_ Date \_\_\_\_\_

#### FROM

| Account   | Fund | Org | Prog | Subclass | Budget Year | Grant | Amount | Perm | Temp | Position# |
|-----------|------|-----|------|----------|-------------|-------|--------|------|------|-----------|
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
| Sub-total |      |     |      |          |             |       | \$0    |      |      |           |

#### TO

| Account   | Fund | Org | Prog | Subclass | Budget Year | Grant | Amount | Perm | Temp | Position# |
|-----------|------|-----|------|----------|-------------|-------|--------|------|------|-----------|
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
|           |      |     |      |          |             |       |        |      |      |           |
| Sub-total |      |     |      |          |             |       | \$0    |      |      |           |

Reason for Request: \_\_\_\_\_

Faculty recruiting expenses: position number: \_\_\_\_\_

Cc: \_\_\_\_\_

|  |                 |
|--|-----------------|
| FOR BUDGET & FINANCIAL ANALYSIS USE ONLY |                 |
| PERMANENT BTR [ ]                        | Journal # _____ |
| TEMPORARY BTR [ ]                        | Journal # _____ |
| Post Date                                | _____           |

*Approvals (Department Head for intra-departmental; Dean for intra-collegial, no net change; Vice President for all others)*

|                                |      |
|--------------------------------|------|
| Department Head                | Date |
| Dean or Director               | Date |
| Vice President (if applicable) | Date |