

**College of Arts and Sciences
University of Louisville**

Office of the Dean
Gardiner Hall

October 12, 2005

Memorandum For: A&S Department Chairs
From: J. Blaine Hudson, Dean
Subject: Costs related to faculty searches

**Searches for tenure track positions
or two- or three-year appointments**

The following guidelines are offered to promote consistency and clarity about how the costs of faculty searches will be covered during 2005-06. These guidelines apply to searches for tenure track positions and for term appointments of two or three years. If searching for a department chair, contact the Dean for information about guidelines for chair searches.

For each candidate interviewed, the Arts and Sciences Dean's Office will cover:

- advertising
- domestic airfare [we ask that you take advantage of "super saver" rates whenever possible. Airfare costs must be approved by the Dean's Office (contact Margie Folden at 2241)]
- lodging for two nights at a cost of up to \$100.00 per night
- \$200 toward payment of meals for the candidate, ground transportation, dinner with faculty, and other miscellaneous expenses.

The Department will pay for any expenses beyond those noted above. No more than three candidates will be interviewed for each search unless the Dean's Office has approved an exception.

If the search is to fill a position vacated because a new faculty member did not complete degree requirements, then all costs of the search to fill that vacancy will be covered by the Department.

Searches for one-year appointments

For one-year visiting professor or instructor positions, a national search is not required. The Dean's Office will not cover costs associated with a national search and the Dean's Office will not cover personal moving expenses.

The Dean's Office will cover the cost of advertising in local newspapers (e.g. *Courier-Journal* and *Louisville Defender*)