

## **Faculty and Course Support Search and Interview Guidelines:**

Expenses related to faculty/course support searches and candidate visits will be reimbursed by the Provost's Office, subject to certain guidelines and up to a maximum of \$5,000 for tenure-track searches.

As part of this budget, the Provost's Office will pay for the following:

- approved advertising for position
- travel and lodging expenses for up to 3 members of the search committee to attend a conference where semi-finalist interviews are conducted
- travel expenses (e.g. airfare or mileage) for approved interview candidates (typically 3) to visit the campus
- lodging for interview candidates
- two meals with each interview candidate (typically one lunch and one dinner, with 2 or 3 faculty attending each meal), with total costs per candidate not to exceed \$250
- mailing expenses for the search (e.g. any hardcopy rejection letters)

Expenses that are not approved by the Provost's Office or exceed these guidelines must be paid for by the department holding the search.

Please direct all reimbursement requests to Saari Koponen-Robotham in the Provost's Office ([skoponen@smith.edu](mailto:skoponen@smith.edu), x3007).