

## ON-CAMPUS INTERVIEW INSTRUCTIONS

### ACADEMIC AFFAIRS PROCEDURES

#### 1. Requesting On-Campus Interviews

- In cases where the college would like to invite more than three applicants or all of the finalists must travel a substantial distance to campus, the Provost and Executive Vice President for Academic Affairs should be consulted regarding the availability of financial resources for the particular search.

#### 2. Scheduling and Travel Arrangements

The college is responsible for the following:

- Booking lodging either:
  - The candidate pays and UNA reimburses; or
  - A Purchase Order is prepared via Banner and submitted for lodging before the date of arrival.
- Coordinating airfare
  - Consult the Provost if the total airfare exceeds \$700.
  - If the applicant is within driving distance but prefers to fly, the VPAA budget will pay the lower of the two costs. The applicant may choose how to proceed; however, the department has the option to pay the difference if desired.
- Arranging transportation
  - Ensure transportation is arranged to and from the airport for the candidate.

#### 4. Candidate and Department Reimbursements

Upon completion of the interview process and travel:

- The candidate provides the Search Committee Chair with all original receipts for reimbursement.
- The Search Committee Chair completes a Payment Requisition for:
  - The candidate, outlining expenses incurred by the candidate; and
  - Other departmental members incurring expenses related to the interview (e.g., mileage to and from airport, meals, etc.) Please note that mileage for showing prospective faculty around the Shoals area is not a reimbursable expense.

#### 5. Additional Reimbursement Guidance

- Meal reimbursement protocol follows [Travel Policy](#) guidelines. Up to \$60 a day with itemized receipts.
  - No alcohol or related sales tax will be reimbursed.
- VPAA funds cover meals for the candidate plus up to three departmental representatives.
  - Meals for the entire departmental faculty will not be paid from the VPAA budget.
- If the total interview process per candidate exceeds \$1,300, consult with the Provost for approval before proceeding.

- The purchase order or payment requisition should be forwarded to the VPAA Office for assignment of a Cost Center and Account Number and then will be sent to the Business Office for processing.
- Any purchases made on a P-Card will be reimbursed by a budget transfer, by supplying the VPAA office with receipts and a completed budget transfer request.

#### 5. Links and Contacts

If you have any questions regarding HR Procedure, please email [employment@una.edu](mailto:employment@una.edu)

<https://www.una.edu/humanresources/employment.html>

If you have any questions regarding the VPAA office, please email [klgarcia@una.edu](mailto:klgarcia@una.edu)