

**The Dean approves the commencement of all faculty searches, faculty position descriptions and related advertisements.**

### **Fiduciary Responsibility**

The chair of the search committee in conjunction with the school, department or college fiscal office is responsible for managing the search within the allocated budget. Recruiting expenses will be “reasonable, prudent and commensurate with the position being recruited” as outlined in the University’s expenditure policies<sup>1</sup> and “meals and entertainment expenses associated with recruitment should not be lavish or extravagant, regardless of the position.”

### **Administrative & Staff Support**

The Administrative Fellow in Administrative Affairs, Bryan Warnick, or the Dean serves as resource to the committee and will meet with each committee prior to the commencement of search activities to discuss OAA’s and OHR’s guidelines regarding the recruitment and selection of faculty. Each committee member will be provided a copy of the OHR [Guide to Effective Searches](#) and is responsible for conducting the search in accordance with the guidelines.

Staff support for the search committee is negotiated with the Dean’s office.

### **Search Committee Membership**

Committees should consist of the chair, one EHE academic faculty member outside of the unit and at least three other faculty members.

### **Budget**

- *Search*  
It is anticipated total costs will range between \$3,000 - \$5,000 and include, but not be limited to: advertising, recruitment meals, candidate travel expenses, etc.... In unique situations, there may be need for additional budget allocations. Such discussions should occur with the Dean prior to any increased expenditures or commitments are made.
- *Process*  
The College Office of Finance and Business Service (OFBS) will establish a spending fund for each search and communicate it to the appropriate fiscal officer and Search Committee Chair. The designated staff support service center and/or fiscal office is available for questions regarding expenditures or posting of financial commitments.
- *Hiring Range*  
The Dean, in consultation with the chair or director, will determine the salary to be offered.

### **Recruitment Expenses**

A minimum of 2 and a maximum of 4 candidates are to be interviewed. The position is open until filled or unless otherwise notified.

- *Travel*  
Candidate travel is to be pre-approved by the chair or director. University policy requires the pre-approval which can take the form of a letter, email or travel order # as long as the documentation includes an approximate amount set aside for the travel and the travel dates.

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<sup>1</sup> [http://www.busfin.osu.edu/FileStore/PDFs/411\\_Expenditures.pdf](http://www.busfin.osu.edu/FileStore/PDFs/411_Expenditures.pdf)

The University may prepay airline tickets for prospective employees interviewing for a faculty position if the airfare is booked with one of the University travel agencies listed below:

Travel Solutions	Travel Designers
7775 Walton Parkway, Suite 100	3471 E. Broad Street
New Albany, Ohio 43054	Columbus, Ohio 43213
877-OSUTRVL (877-678-8785)	800-966-6512
614-750-4020	614-237-4488

- **Lodging**

The Blackwell hotel and conference center located on campus is the college’s preferred choice for lodging candidates during their first recruitment visit. It offers university department rates of \$133/night. The Blackwell is located at 2110 Tuttle Park Place on campus and reservations can be made by calling 247-4000 or visiting [www.theBlackwell.com](http://www.theBlackwell.com). Please inform the hotel to direct charge the room and meals (excluding alcohol) and follow up with the designated fiscal staff to ensure payment methods are established.

A listing of other hotels recommended include (*note - if taxis are required for transport to and from campus, there will be little, if any, savings over cost of lodging at the Blackwell*):

Hotels - Downtown	Single-Room Rate	Standard OSU Rate	Address	Website	Phone	Complimentary Amenities
Courtyard Columbus	\$ 139	\$109	35 W. Spring St	<a href="http://www.marriott.com">www.marriott.com</a>	614-228-3200	
Crowne Plaza Hotel	\$ 128	\$109	33 E. Nationwide Blvd	<a href="http://www.crowneplaza.com">www.crowneplaza.com</a>	614-461-4100	
DoubleTree Suites	\$ 150	\$109	50 S. Front St	<a href="http://www.doubletree.hilton.com">www.doubletree.hilton.com</a>	614-228-4600	
Hyatt Place	\$ 134	\$112	900 Goodale Blvd	<a href="http://www.hyattplacecolumbusosu.com">www.hyattplacecolumbusosu.com</a>	614-280-1234	Internet, breakfast
Hyatt Regency	\$ 147	\$119	350 N. High St	<a href="http://www.hyattregencycolumbus.com">www.hyattregencycolumbus.com</a>	614-463-1234	

Please indicate the room reservation will be paid for by OSU to ensure the standard OSU rate is applied to the room.

- **Entertainment/Recruiting Dinners**

It is reasonable to expect that a candidate will be entertained while in town during the interview process. When dining with a candidate a reasonable number of faculty (3-4) may be included in the event to host the candidate. When a candidate’s spouse joins the hosted event, inclusion of one faculty member’s spouse to provide a congenial atmosphere is certainly appropriate.

A recommended price point for dinner meals, including a soup or salad, entrée and one alcoholic drink, if consumed, is ~\$40 (\$50 with tax and gratuity). OSU Legal Affairs offers the following statement regarding use of alcohol and committee chairs are reminded that due care should be taken when incorporating alcohol in a recruitment dinner event.

“The university values and encourages an alcohol-free environment, but recognizes that alcoholic beverages may be available at some activities on campus and off campus. Such activities are consistent with the university's cultural values when they foster moderation and safety in alcohol consumption and are conducted in a manner in compliance with Ohio law. Underage drinking and excessive consumption are not acceptable or legal and will not be condoned or tolerated.”<sup>2</sup>

The College Faculty Club account (#61600) for entertaining a candidate is an ideal venue to use for a larger group to meet with the candidate over lunch. Reservations can be made by calling 292-2262. The hosting search committee member should include the search name along with the description “faculty candidate interview” in the description area of the club check along with the names of the attendees. There is space on the club check to provide this information. Since the

<sup>2</sup> <http://legal.osu.edu/legaltopics.php>

College receives a monthly statement and supporting documentation of Faculty Club charges, it is not necessary to provide us with a copy of the receipt.

- *Advertising*

The Office of Advancement (formerly Offices of External Relations and Development) is to be provided a draft copy of the faculty position advertisement and will coordinate with the University Office of Human Resources and the Dean to create the final advertisement and ensure the position is announced on the college website. In addition, the Advancement Team will create all recruitment piece(s) for the position suitable to distribute at meetings, conferences and with colleagues.

Regular faculty positions must entail a vigorous national search in addition to the internal OSU posting.<sup>3</sup> Every effort should be made to ensure a diverse pool of candidates. Funds to cover the cost of advertising are included in the recruitment activities budget.

In accordance with University Policy, the position posting must appear in the University Personnel Postings along with one print ad in a national publication. The Chronicle of Higher Education meets this requirement nicely. Other websites, specific to the discipline, should also be used. To ensure a diverse pool of applicants, the college recommends the following publications:

Women in Higher Ed (web ad)  
Hispanic Outlook (web ad)  
Minority Communicator (web ad)

### Candidate Recommendations

To conclude the search, the committee recommends candidates as “acceptable” or “unacceptable” to the Dean. Candidates are not to be ranked. The Dean’s office will negotiate with the candidate and issue the offer letter.

### Other Relevant Information

- *Candidate Visits*

It is expected that final candidates for the position will have an opportunity to meet the Dean (or her designee) as well as other associate deans whenever possible during a recruitment visit. Appointments for candidates can be arranged by contacting Sandi Scheiderer, the Dean’s Executive Assistant, at 292-8119.

- *Benefits*

OSU offers a comprehensive benefit package with a variety of options to meet the candidate’s needs. Candidates are invited to meet with the College Human Resources Director, Lori Weber, on their first or second visit to learn more about the benefits available to OSU faculty. The OSU Office of Human Resources website <http://hr.osu.edu/benefits/> provides detailed information about the various benefits offered.

- *Computer and Equipment*

The College, through the Office of Technology and Enhanced Learning (OTEL), will provide standard computer hardware and software configurations and printer options from which new faculty hires may select. Other computing and equipment needs are negotiated with the Dean as part of a start-up package.

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<sup>3</sup> <http://oaa.osu.edu/assets/files/documents/facultyrecruitment.pdf>