



# OLD DOMINION UNIVERSITY

## University Policy

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### Policy #6010

### INSTRUCTIONAL/RESEARCH FACULTY AND ADMINISTRATIVE/ PROFESSIONAL FACULTY RECRUITMENT FUNDING POLICY

**Responsible Oversight Executive:** Provost and Vice President for Academic Affairs

**Date of Current Revision or Creation:** August 9, 2018

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#### A. PURPOSE

The purpose of this policy is to establish procedures for funding recruitments for full-time instructional/research faculty and administrative/professional faculty.

#### B. AUTHORITY

[Code of Virginia Section 23.1-1301, as amended](#), grants authority to the Board of Visitors to make rules and policies concerning the institution. Section 6.01(a)(6) of the [Board of Visitors Bylaws](#) grants authority to the President to implement the policies and procedures of the Board relating to University operations.

#### C. DEFINITIONS

Administrative and Professional (AP) Faculty - Employees who perform work directly related to the management of the educational and general activities of the institution, department or subdivision or whose professional positions serve the educational, research, athletic, medical, student affairs, and development functions or activities of the institution.

Educational and General (E&G) Budget Units – Those departments that are funded from State general appropriations, tuition, and educational and general fees such as admissions fees, Children’s Learning & Research Center fees, and transcript fees.

Essential Recruitment Expenses – Expenses related to the recruitment of new instructional and administrative/professional faculty including recruitment advertising in print publications such as newspapers or academic, scientific or engineering journals; internet recruitment advertising; and travel expenses for the interview candidates including airfare or mileage, lodging and meals.

Teaching and Research Faculty – Employees whose work assignments primarily involve instruction, research, and scholarly activities, and who hold academic rank/titles (with departmental designation).

## D. SCOPE

This policy applies to all employees and employees of affiliated organizations who are paid through the University. Employees include all staff, administrators, faculty, full- or part-time, and classified or non-classified persons who are paid by the University. Affiliated organizations are separate entities that exist for the benefit of the University through an operating agreement and include the Foundations, the Community Development Corporation, and the Alumni Association.

## E. POLICY STATEMENT

The University maintains a centrally-managed University Recruitment Budget in the Office of the Provost and Vice President for Academic Affairs to fund essential recruitment expenses such as advertising and travel expenses for instructional/research faculty and administrative/professional faculty recruitments. Hiring departments should use other funding sources to support recruitment expenses beyond those provided by the central budget.

Non-Educational and General (E&G) budget units may not use the University Recruitment Budget or any other E&G funds to support their recruitment efforts; however, recruitment expenditures must be in compliance with applicable Commonwealth directives.

## F. PROCEDURES

1. All recruitments for instructional/research faculty and administrative/professional faculty must be conducted in the University's on-line Position Action/Performance Evaluation Recruitment System (PAPERS) except for searches conducted with the assistance of an external search firm. Initiation of the recruitment in PAPERS serves as the hiring department's request to obtain advertising and travel funds.
2. The Office of Academic Affairs manages the University Recruitment Budget, sets the amount of funding for each level of recruitment, and approves advertising for instructional faculty positions. The Department of Human Resources approves advertising for administrative/professional faculty positions.
3. To assist hiring departments, the University Recruitment Budget funds annual contracts with *The Chronicle of Higher Education*, *Chronicle Vitae* recruitment website, HigherEducationJobs.com, studentaffairs.com, diversejobs.net, and other higher education recruitment websites as determined by the Office of Academic Affairs in consultation with the Department of Human Resources for advertising instructional/research faculty and administrative/professional faculty positions. Advertising expenses not covered by the University's annual contracts with recruitment services will be charged back to the hiring department's Educational and General (E&G) budget.
4. Funds allocated from the University Recruitment Budget may also be used to cover a portion of candidates' travel expenses. Expenditures for travel, such as transportation, lodging and meals, must remain within the guidelines set forth in the [Commonwealth Account Policies and Procedures \(CAPP\), Section 20335](#). The [University's Office of Finance Travel Guidelines](#) should be reviewed for specific details regarding travel expenditures for recruitment.

## G. RECORDS RETENTION

Applicable records must be retained and then destroyed in accordance with the [Commonwealth's Records Retention Schedules](#).

## **H. RESPONSIBLE OFFICER**

Associate Vice President for Academic Affairs

## **I. RELATED INFORMATION**

[Board of Visitors Policy 1401 – Initial Appointment of Teaching and Research Faculty](#)

[Board of Visitors Policy 1410 – Academic Rank and Criteria for Rank](#)

[Board of Visitors Policy 1480 – Guidelines for Appointment and Promotion of Librarians](#)

[Board of Visitors Policy 1490 – Administrative and Professional Faculty](#)

