

COLLEGE OF CREATIVE ARTS

POSITION SEARCH

POLICY AND PROCEDURES

CCA EBO

Revised: October 2018



COLLEGE OF CREATIVE ARTS EBO POSITION SEARCH POLICY

All position searches must be approved through the CCA Dean's Office. In the event that the Dean's Office is providing funds in support of the search, a budget amount will be allotted to the Search Committee. This amount will be conveyed to the EBO and the Search Committee through the attached "EBO Position Search Funding Approval Form."

EBO POSITION SEARCH FUNDING APPROVAL FORM

Search Information:
(To be completed by the Search Committee Chair)

Search Position Title: _____

School: _____

Target Date for Position to be Start: _____

Chair of Search Committee: _____

Search Committee Members: _____

.....

Funding Support Information:
(To be completed by the Dean's Office)

Amount Approved for Search: \$_____

Dean's Approval: _____

Signature

Date

.....

Funding Source Information:
(To be completed by the EBO)

Assigned Funding: _____

EBO POSITION SEARCH PROCEDURES

FUNDING:

Complete the “Search Information” portion of the EBO Position Search Funding Approval Form and submit to the CCA Dean’s Office. The Dean will assign a dollar figure for the search and will forward it to the EBO where the Funding Source will be assigned. A scanned copy will then be sent to the Director of the School, Search Committee Chair and the members of the Search Committee.

Note: Any charges exceeding the allotted budget will be charged back to the search committee’s School.

ADVERTISING:

Position Ads are approved through John Hendricks. There are two standard advertisements. The Chronicle is the first, WVU holds a contract and there is no charge for this advertisement. The second, with Inside Higher Ed (InsideHigherEd.com), costs \$280 and will be funded from your Search budget. Talent and Culture will post the Chronicle advertisement and Theresa Rhodes will post the Higher Ed advertisement. These two sources meet the requirements necessary for VISA processes should the selected candidate be a foreign national.

Note: If you are placing additional position ads, you cannot deviate from the original approved advertisement. Committees should:

- Document on-line ads (screen prints are acceptable) on the **first and last** days they appear unless you have written documentation as to the dates the ad will be running. **This procedure must be followed for ads placed on our college and school web pages as well.**
- Document mailings with a copy of the mailing list and the correspondence/advertisement sent.
- Document Emails, personal contacts and phone calls. A copy of emails, a list of any personal contacts and phone calls, including the names and dates of those contacted and the name of the individual faculty member who made the contact.
- Document Conference/Meeting Postings. These should be documented by a copy of the Advertisement and a brochure from the Conference/ Meeting or other documents showing the location and dates.

- Obtain a copy of ads for your search files and forward any ad copies to Vicki Grim in the EBO.
- Be aware that individual Search Committees are responsible for the placement and payment of any additional advertising.

TRANSPORTATION:

AIRLINE - The contact is World Travel Service. Their contact information is listed in the WVU Portal Administrative Tools under “My Travel.” If you would like your Candidate to make their own airline reservation they should do so through World Travel Service. If they use any other source they must pay for the ticket in advance and be reimbursed.

- **You should contact a World Travel Service agent, there are four listed on the portal, and let them know that a candidate(s) (give names) will be contacting them to make travel arrangements for their interview trip. Let the agent know your contact information for approval and credit card information. You should also inform the travel agent that we do not approve the more expensive non-stop flights, first-class, etc. These should be reasonable charges.**
- You can place the airline ticket charges on your state PCard and follow normal procedures in MyExpenses to reconcile the charges. Make sure that when submitting the charge that you are attaching a copy of the ticket itinerary and receipt for payment. Please be sure to note the Candidate’s name, the position search name (i.e. Saxophone Search) and the dates of the travel. This will allow the EBO to apply the correct funding.

RENTAL CAR – Candidates will need to rent their own vehicles and submit receipts to the EBO for reimbursement. World Travel Service can reserve the car for them, but the candidate will need to provide their own credit card at the time of payment.

MILEAGE – Candidates will need to submit mileage amounts to the EBO for reimbursement.

Candidate reimbursements will require that vendor registration forms be completed and submitted. If your Candidate will require a reimbursement of any type, please make sure that you plan time to have them meet with the EBO staff before they leave.

LODGING:

You can contact the hotel of your choice and inquire as to the rates that they offer WVU. Your school's Administrative Associate should be familiar with the more popular hotels used. When making reservations be sure that you ask for the WVU rate and request a direct bill to your School. At this time, you should also indicate that WVU is tax exempt. Your tax ID number is printed on your PCard. When the bill is received you should contact the hotel and pay it on your PCard. (Lodging expenses can be charged directly to your PCard if you request and complete a credit card authorization form from the Hotel in advance.) Make it clear to the Hotel that you are covering room charges only, no incidentals. Charges placed on your PCard are to be reconciled through MyExpenses. Remember to note the Candidates name, the position search name (i.e. Saxophone Search) and the dates of their hotel stay so that the EBO can identify the funding that should be assigned.

MEALS

Candidate meals will be covered during the interview for Administrators, Director of the School and the Search Committee members only. Other individuals may attend, but will be responsible for covering their own meal expenses. Please be aware of the following when hosting a meal during an interview:

- Identify to the Host/Hostess that you are tax exempt. Your tax exemption number is listed on your PCard.
- Make sure that you are provided with an "itemized" receipt for your meals. A receipt showing only the total is not adequate.
- **NO ALCOHOL IS ALLOWED ON STATE PCARDS.**
- If purchasing alcoholic beverages, they must be purchased separately. If your school director is in attendance they will have a Foundation PCard that the ALCOHOL charges can be put on. If not, they must be purchased by you and paid for separately.
- **Seek reimbursement for Alcohol through the EBO. Do not use MyExpenses for Alcohol reimbursements.**
- Reconcile your PCard charges through MyExpenses. You will be prompted to complete information regarding hospitality charges.

IMPORTANT

When you have determined your final list of candidates (those being invited to WVU/CCA for interviews), please submit the following form to the EBO so that we can identify any associated charges to the correct search.

FACULTY POSITION SEARCH FINAL LIST OF INTERVIEW CANDIDATES (Submit to the CCA EBO)

Search Name: _____

Date: _____

Candidate Name

Date of Visit
