

Search budget worksheet (to be submitted with SR I)

NOTE: Total budget per department for search season is **\$6000.00**

Pre-Campus Phase

Department: _____ Position: _____ Year: _____

Budget for advertising the position (enter total amount from Search Report I): _____

Names of faculty members on the search committee (including one who is not a member of the department):

_____ (chair), _____, _____, _____,
_____, _____, _____, _____

Names of students on the search committee: _____, _____

Total number of members (faculty and student) on the search committee: _____

Are you planning on interviewing candidates at your annual meeting? Yes No

If "yes," indicate the name and dates of the meeting as well as the city and hotel where it is to be held:

Please contact Joseph Brennan in Media Services for the costs of phone interviews, Skype, or video-conferencing and enter amount here: _____.

List the names of the three (maximum) faculty members, which includes the outside member, who will attend the meeting and take part in the interviews:

Dept. member: _____, Dept. member: _____,

Outside member: _____

Budget for interviews at your professional meeting (if applicable)

Air transportation (for non-local meetings): Enter the round-trip airfare for each of the (maximum) two search committee members and the outside member attending the meeting and taking part in the interviews:

Dept. member: _____, Dept. member: _____,

Outside member: _____

Total airfare: _____

If the meeting is local (up to 200 mile radius from Claremont), enter current mile rate (obtain current rate from the business office) per mile for each search committee member attending the meeting and taking part in the interviews: _____.

Lodging: if a hotel room is necessary, enter the cost of a single-occupancy room at the conference rate (including tax): _____

Enter the cost of single-occupancy rooms per night for the two search committee members and the outside member attending the meeting and taking part in the interviews: _____, _____, _____

Food: enter a fee of \$50 per committee member per day of the meeting plus one additional travel day, if relevant: _____

Registration fees (contact meeting coordinators), if applicable: _____

Interview space: If you are using a suite for interviewing, decrease the number of rooms (above) by one and enter the amount of the suite per night: _____ Please contact hotel for quotes.

TOTAL PRE-CAMPUS VISIT BUDGET _____

TOTAL APPROVED AND TRANSFERRED TO DEPARTMENT _____