

## SKIDMORE COLLEGE GUIDELINES FOR RECRUITMENT

*Prior to* attending professional association recruiting/interviewing conferences or bringing candidates to campus, please contact the Dean of the Faculty/Vice President for Academic Affairs office to discuss a department search plan. Include in the plan the position particulars, the number of faculty expected to participate at the conference, as well as an estimated budget and timeframe.

Generally no more than two faculty should plan to attend departmental association recruiting conferences to recruit for one position; a maximum of three for two positions. In instances where a conference interview has taken place, the number of candidates brought to campus should be kept to three for tenure-track, and two for non-tenure track, positions.

When either the Dean of Faculty/Vice President for Academic Affairs and/or the Associate Dean of the Faculty are expected to interview a candidate, an interview date/time must first be secured on the DOF/VPAA's or ADOF's calendar prior to extending an invitation to a candidate.

### **TRAVEL:**

Air travel is appropriate for trips beyond a 200-mile radius from campus. Train transportation is encouraged when cost effective, especially to New York City. Personal automobile is suggested within a 200-mile radius of campus, with expected reimbursement at the current IRS rate per business mile. Meals, tolls, parking, public transportation expenses including bus, subway and taxi are generally reimbursable (original receipts need to be provided). When possible, please use Skidmore's tax exemption certificate.

Candidates must arrange their own travel. Generally it is more cost-effective for the external constituent to make travel arrangements at their point of origin, and subsequently submit (ORIGINAL) receipts along with an Expense Report (provided by the department) to assure timely reimbursement.

Hiring departments are encouraged to arrange for personal pick up of applicants arriving by plane, train or bus. If this is not possible, contact a local car service (Christopher Limo 518-783-3088), taxi (Saratoga Taxi 518-584-2700) – from Saratoga Springs; Capital Airport Taxi (from Albany International Airport) or rent a car to conclude their trip to Skidmore, whichever is most cost effective. The cost will be reimbursed to the constituent when applicable.

**LOCAL LODGING:** Departments will need to contact Purchasing Services for a current list of preferred local hotels and Skidmore rates **for direct bill to the College.** Please advise the candidates that personal entertainment (movies, games, etc.) will not be reimbursed.

### **MEALS:**

When a candidate is visiting campus, it is suggested that no more than two faculty dine with each candidate off campus, either for lunch or dinner; three if it is on-campus (meal tickets can be used). In the case of students, four is acceptable for lunches with candidates. Several area restaurants will bill the College directly (please contact Accounts Payable for a current list); others ask that a personal credit card be used. When using the Skidmore College corporate credit card, it is important to show the College's tax exempt purchase certificate; sales tax reimbursement **will not be** considered under any circumstance. Reasonable expenses, when interacting with external constituencies, will be reimbursed.

**Alcoholic Beverages** – the one drink per person rule applies; one bottle of wine (4 glasses). ALL Check requests and Expense Reports that include receipts for alcoholic beverages must be approved by a President's Cabinet member.

**INTERNAL CHARGES:**

When using the Dining Hall or Spa, the appropriate RECRUIT SCIP card must be used to assure that charges be applied to the proper account lines. On occasions when students are asked to take candidates to lunch/coffee, the same rule applies. Meal tickets can be purchased in advance using the SCIP Recruit; please contact the DOF/VPAA's office for more information.

**MISCELLANEOUS EXPENSES:**

Requests for reimbursing candidate and employee expenses must be submitted on either a travel Expense Report form or a Check Request form and SIGNED by the person claiming reimbursement. The paperwork should be forwarded to Sue Blair in the Dean of Faculty/Vice President for Academic Affairs' office for approval. Please make sure original, itemized receipts for all items are included.

**DOF/VPAA  
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