

## **Illinois State University Academic Affairs Recruitment Fund Procedures**

The Provost's recruitment fund is used by Academic Affairs to supplement costs to **advertise** for tenure track faculty, offset expenses for **interviews**. Please direct questions to Destini Fincham in the Provost's office (dafinch@ilstu.edu; 438-2158).

### **I. Advertising/Candidate Interviews/Faculty Travel for Recruiting/Screening Candidates**

Funds to offset expenses for advertising and candidate interview and/or travel used to recruit or screen applicants will be allocated to the Colleges at the beginning of the fiscal year based upon the number of authorized or reauthorized TT Faculty searches and confirmed chair/director searches. The Colleges will receive \$4,000 per TT search and \$5,000 per Chair/Director search.

Processing steps to request permission to advertise:

1. Complete the **PERS 932 Request for Advertising** form.
2. Send your completed PERS 932 Request for Advertising to Human Resources, Campus Box 1300.

### **II. Relocation Expenses for Dept/School Tenure Track Faculty**

Refer to the Relocation Stipend document on the Provost website and the [Relocating Employees Policy 7.1.37](#) for additional information. All relocation allowances are reportable and subject to applicable income and employment taxes