

## Search budget worksheet (to be submitted with SR I)

**NOTE: Total budget per department for search season is \$8000.00**

### 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 "no," enter \$300 for phone interviews or \$2,000 for video-conferencing, depending on how you plan to conduct your interviews: \_\_\_\_\_.

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

\_\_\_\_\_

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

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

**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) three search committee members attending the meeting and taking part in the interviews: \_\_\_\_\_,

\_\_\_\_\_, \_\_\_\_\_

Total airfare: \_\_\_\_\_

Ground transportation/airport parking: enter a flat \$75 for each search committee member attending the meeting and taking part in the interviews: \_\_\_\_\_

If the meeting is local (up to 200 mile radius from Claremont), enter .55 per mile for each search committee member attending the meeting and taking part in the interviews to cover driving costs:

\_\_\_\_\_. **.55 is the current rate for 2009-10**

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 for each search committee 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: \_\_\_\_\_

Interviewing space (contact hotel for quotes). If you are using a suite for interviewing, decrease the number of rooms (above) by one: \_\_\_\_\_

**TOTAL PRE-CAMPUS VISIT BUDGET** \_\_\_\_\_

**On-Campus Phase**

Budget for campus visits:

Air transportation:

Candidate #1 will be flying from \_\_\_\_\_

Enter the cost of candidate's round-trip ticket to Ontario \_\_\_\_\_

Candidate #2 will be flying from \_\_\_\_\_

Enter the cost of candidate's round-trip ticket to Ontario \_\_\_\_\_

Candidate #3 will be flying from \_\_\_\_\_

Enter the cost of candidate's round-trip ticket to Ontario \_\_\_\_\_

Enter total airfare for the three candidates: \_\_\_\_\_

Lodging: enter \$1,125 (3 candidates x 3 nights at Doubletree x \$125): \_\_\_\_\_

Food: enter \$1,500 (3 x \$500 per visit) \_\_\_\_\_

**TOTAL ON-CAMPUS VISIT BUDGET:** \_\_\_\_\_

**TOTAL APPROVED AND TRANSFERRED TO DEPARTMENT** \_\_\_\_\_