

Guideline: Reimbursement for Faculty Search Committee Hospitality

The work of search committees is of crucial importance as we bring the most dynamic faculty and administrators to join the College. Each year, CAD's Financial Analyst will develop an all-inclusive budget (external job postings, finalists' transportation, accommodations, and hospitality) that will be the same for every faculty search. Hosting prospective candidates for dinner as part of the CAD faculty search process is acceptable. These dinners are limited to the candidate, search committee chair(s), and as many members of the search committee as to remain within budget.

Since search committee dinners involve individuals external to RIT, expenditures for alcoholic beverages are generally acceptable (Re: Section A of RIT's Policies for Selected Discretionary Expenditures http://www.rit.edu/controller/payable/discretionary_expenditures.html#a). If alcohol is consumed at a candidate interview dinner, it should be limited to one alcoholic beverage per attendee. Itemized meal receipts are required for all work-related expense reports. Additionally, take cues from the candidate. If the candidate does not order an alcoholic beverage, perhaps others among the group should abstain. We want to demonstrate a positive and sociable atmosphere alongside responsibility.

Discussion of this guideline should be included in the charge presented to search committee at the onset of the search process. This policy is in a line with, for further details review this policy [RIT Policy University Events with Alcoholic Beverages](#), Policy C 15.0.

Responsible Office: CAD

Guideline History:

Written March 2014

Revised November 2020

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