Guidelines for faculty serving on search advisory committees outside of regular duty days

The University considers faculty participation on search advisory committees to be important, but voluntary. Due to the amount of time and effort required to complete searches, Academic Affairs will pay faculty members up to two duty days for their participation on a search advisory committee that requires them to work outside of their regular contractual period. This is based on the completion of the following tasks:

- Preparation of vacancy packet
- Initial meeting and training
- Pre-interview screening of applications
- Phone/Skype interviews
- On-campus interviews
- Reference checks

A Dean or other administrator may assign additional duty days when the complexity of the search (e.g., large number of applicants, interviews, etc.) merits additional duty days. Compensation beyond two duty days requires prior written approval and mutual agreement between the faculty member and administrator.

The work parameters for the search and the level of compensation must be determined by mutual agreement between the faculty member and administrator at the beginning of the search process.