

## Faculty Recruitment / Hiring Expenses Reimbursement from VPAA

*Updated July 2017*

Category of Faculty	Recruitment (1)	Start-Up (2)	CREATE (3)	Jr. Faculty Summer Support (4)	Insurance (5)	Total
Deans/Vice Provost	Case-by-case	Up to \$15,000 for moving; all else case-by-case	Not Eligible	Not Eligible	\$2,434 (may be lower based on coverage level)	\$17,434+ case-by-case recruitment and start-up
Department Chairs/Center Directors	Up to \$3,000	Up to \$10,000 for moving; all else case-by-case	Not Eligible	Not Eligible	\$2,434 (may be lower based on coverage level)	Up to \$15,434+ case-by-case start-up
Tenure/Tenure-Track	Up to \$3,000	Up to \$5,000	Up to \$6,000	\$5,000	\$2,434 (may be lower based on coverage level)	Up to \$21,434
Lecturers (Multi-Year)	Up to \$1,000	Up to \$2,000	Not Eligible	Not Eligible	Not Eligible	Up to \$3,000
Lecturers (Single Year/Semester)	Not Eligible	Up to \$1,000	Not Eligible	Not Eligible	Not Eligible	Up to \$1,000
Visiting Assistant, Associate or Professor	Not Eligible	Up to \$1,000	Not Eligible	Not Eligible	Not Eligible	Up to \$1,000
Adjuncts	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Not Eligible
Assistant Librarian, Associate Librarian, Librarian	Up to \$2,000	Not Eligible	Not Eligible	Not Eligible	Not Eligible	Up to \$2,000

(1) Expenses related to advertisements and recruitment cost such as travel that are incurred prior to hiring.

(2) Expenses related to the hire itself such as moving expenses, computers, furniture, and other basic start-up cost.

(3) Assistant Professors are eligible and must follow the program guidelines available at: <https://faculty.success.unt.edu/conference-support-and-creative-and-research-enhancement-activity-time-engagement-create-program>

(4) Associate or Assistant Professors hired without tenure are eligible.

(5) Insurance reimbursement to the faculty member for supplemental coverage during the 60-day waiting period.

### Instructions for Reimbursement:

- Contact Dilana King via email at [Dilana.King@unt.edu](mailto:Dilana.King@unt.edu) or 940-565-3949 with the following information:
  - The approved position number and recruitment requisition number,
  - A copy of the Cognos report that shows the chartfield string and the total amount incurred