

Faculty Recruitment / Hiring Expenses Reimbursement from VPAA

Updated January 2018

| Category of Faculty | Recruitment (1) | Start-Up/ Moving (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, library materials, and other basic start-up cost.
- (3) Assistant Professors are eligible and must follow the program guidelines available at: <https://facultysuccess.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 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