

## Overview of Faculty Recruitment & Hiring Expenses Reimbursement from VPAA

Updated August 1, 2023

Category of Faculty	Recruitment (1)	Start-Up (2) or Moving	CREATE (3)	Jr. Faculty Summer Support (4)	Insurance (5)	Total
Deans/Vice Provost	Case-by-case	Up to \$15,000 for moving/start-up; all else case-by-case	Not Eligible	Not Eligible	\$2,445 (may be lower based on coverage level)	\$17,445+ case-by-case recruitment and start-up
Department Chairs/Center Directors/Assoc. Chair	Up to \$3,000	Up to \$10,000 for moving/start-up; all else case-by-case	Not Eligible	Not Eligible	\$2,445 (may be lower based on coverage level)	Up to \$15,445+ case-by-case start-up
Tenure/Tenure-Track	Up to \$3,000	Up to \$5,000 for moving/start-up; all else case-by-case	Up to \$6,000	\$5,000	\$2,445 (may be lower based on coverage level)	Up to \$21,445
Lecturers (Multi-Year) or Clinical Assistant/Associate Professors	Up to \$1,000	Up to \$2,000 Start-up Only	Not Eligible	Not Eligible	Not Eligible	Up to \$3,000
Lecturers/Clinical Assistant/Associate Professors (Single Year/ Semester)	Not Eligible	Up to \$1,000 Start-up Only	Not Eligible	Not Eligible	Not Eligible	Up to \$1,000
Visiting Assistant, Associate or Professor	Not Eligible	Up to \$1,000 Start-up Only	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. Units may provide \$2,500 or up to 4% of the salary for professional track faculty, any additional amount request approval from VPAA. Units can provide a maximum of \$1,000 for single year professional track faculty and visiting faculty appointments. All moving expenses are subject to the Faculty Relocation Guidelines.

(3) Assistant Professors are eligible and must follow the program guidelines available at: <https://facultysuccess.unt.edu/conference-support-and-create-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.

### ***Funding to Departments:***

- Funding will be sent to the departments at the beginning of each academic semester for new hires to their departments. All funding will be placed in the department's appropriate chartstring. Funds should only be used for specified purposes any funds remaining at the end of the fiscal year will be recovered by Academic Resources.
- Questions regarding this funding can be directed to Charlotte Cooke at [Charlotte.Cooke@unt.edu](mailto:Charlotte.Cooke@unt.edu) or 940-565-2496