

### **Guidelines for Recruitment**

***Prior to*** attending professional association recruiting/interviewing conferences or bringing tenure-track candidates to campus, please contact the DOF/VPAA office to discuss a department search plan. Include in the plan the position particulars, the number of faculty expected to participate at the conference, as well as an estimated budget and timeframe.

Generally no more than two faculty should plan to attend departmental association recruiting conferences to recruit for one position; a maximum of three for two positions. In instances where a conference interview has taken place, the number of candidates brought to campus should be kept to three for tenure-track positions.

For contingent positions in which candidates must travel, it is expected that the top choice be brought in for an interview. If this candidate is suitable, an offer can be made. If this candidate is not suitable, one more candidate can be brought to campus for an interview.

When either the DOF/VPAA and/or ADOF are expected to interview a candidate, an interview date/time

**MEALS:**

When a candidate is visiting campus, it is suggested that no more than two faculty lunch and/or dine off-campus with each candidate; three if it is on-campus (meal tickets can be used). In the case of students, four is acceptable for lunches with candidates. Please use area restaurants that bill the College directly listed below:

- Boca Bistro  
384 Broadway  
(518) 682-2800
- Chianti II Ristorante  
18 Division Street  
(518) 580-0025
- Forno Bistro  
541 Broadway  
(518) 581-2401
- Olde Bryan Inn  
123 Maple Avenue  
(518) 587-2990

Note that Skidmore College Travel and Entertainment Guidelines apply. Restaurant must be notified AT TIME OF ORDER that bill is direct-bill for Skidmore College. One party must be responsible and CLEARLY sign bill, with department name included.

For all other restaurants not previously established with tax-exemption procedures, the responsible faculty member must use a personal College-corporate credit card. When using the Skidmore College corporate credit card, it is important to show the College's tax exempt purchase certificate; sales tax reimbursement **will not be** considered under any circumstance. Reasonable expenses, when interacting with external constituencies, will be reimbursed.

**Alcoholic Beverages:** Consuming alcohol during recruitment meals is discouraged<sup>1.4 (r)-44-3.42.2e S (o)-12.201.3 (a)</sup>