Funding of Faculty Recruitment Expense
College of Letters & Science, Division of Social Sciences

The Division of Social Sciences will contribute up to **$2,000 per authorized search** for expenses related to permanent faculty recruitment.

**The funds may be used for:**

- Advertisements, candidate travel, lodging, and meal costs
- Travel by department faculty to conferences where recruitment interviews take place. If faculty are giving papers at such conferences, Committee on Research grants or other appropriate funds should be used for travel costs)

Please use the most effective and economical means of recruitment. Reimbursement is limited to reasonable expenses and must comply with campus policies on travel and entertainment. The funds provided by the Division should not be used for any expenses that cannot be charged to 19900 State Funds, e.g., alcohol.

**Procedures for requesting funding from the Deans' Office:**

At the beginning of the search, you should establish a **BFS management project code** ([http://www.bai.berkeley.edu/gl/codeman.htm](http://www.bai.berkeley.edu/gl/codeman.htm)), for your department's faculty recruitment expense: **3U__XX** where the 3rd and 4th characters consist of your department prefix. One code may be used for all faculty recruitments, or different codes to differentiate between specific searches or types of searches (e.g. Junior vs. Senior) may be used. Flex field codes may also be used for reporting purposes if needed. The management project code must always be used for expenses related to faculty searches as this information will be used to verify recruitment costs before funds will be transferred.

When you have completed your recruitment activity, send an e-mail to the Division's Budget Officer, Helen Workman, hworkman@berkeley.edu. Indicate the number of positions authorized, the authorized search #, the total amount spent, the total amount requested, and the BFS chart string(s) for the transfer of funds. Generally, if available, 19900 funds will be provided. (If you use non-19900 funds, you may need to transfer expenses at the end of the year, depending upon the Division’s available fund sources.) Please indicate whether this is a joint search, and if so, the name of the other unit. You are not required to submit copies of receipts.

For more information on the College’s Faculty Recruitment Expense policies, visit the L&S site: [http://ls.berkeley.edu/fsr/finan/recruitment.html](http://ls.berkeley.edu/fsr/finan/recruitment.html) or contact Helen Workman at hworkman@berkeley.edu, or call 642-7614.