

Recruitment Cost Guidelines for Tenure-line Positions

The College of Science is committed to facilitating department efforts in identifying, recruiting, and hiring high-quality tenure-line candidates using cost-effective methods. The college communicates the amount allocated for each recruitment when the requests for tenure-line positions are allocated.

The hiring department is responsible for ensuring that recruitment costs are:

- Prepared and submitted appropriately
- Within the University guidelines
- Reasonable and within the allocated recruitment amount
- Charged to the **College's Recruitment org 181249**.

Recruitment costs for positions that are not tenure-line (term, research, PostDoc, Classified, etc.) should be charged to the department's instruction org or dept./center/PI indirect if appropriate and approved by the org's signature authority.

Video conferencing services (i.e. Webex or Skype) are encouraged as an initial screening method for candidates. Typically, up to 5 candidates can be invited for on campus in-person interviews to identify a finalist.

Advertisement Outlets

Costs: The college has developed the following base advertising package for tenure-line positions:

- Mason Job Board – No cost
- Washington Post – No cost
- The Chronicle of Higher Education – \$255
- Diversity Combo – \$475
 - Workplace Diversity Network
 - Hispanic Outlook in Higher Education
- A discipline specific outlet to be identified by the Department

Process: In the [eWork/PeopleAdmin](#) request to advertise the position, the hiring department's initiator must enter the information below into the 'Advertisements' section:

- Requester's Contact Information: enter "Dan Taggart, dtaggart@gmu.edu, 703-993-5258" and the initiator's contact information to be copied on the quotes for the discipline specific outlet
- Org/Fund Number to be charged: 181249
- Advertising Options: Select the "Chronicle of Higher Education" and the "Diversity Combo"
- Additional Media Advertising: Enter the department's selected discipline specific outlet and Mason's ad vendor, Graystone Group Advertising, will send price quotes for the outlet.

Candidate Travel and Group Meals

The hiring department is responsible for coordinating with candidates and preparing requests for travel and group meal costs. **Include the position number in the notes section of all requests.**

Candidate Travel Costs

- Candidates can be reimbursed for their travel costs to and from the interview
 - Includes local day trips or overnight trips
 - Subject to the same Mason Travel Policies as Employees
- When submitting an Authorization or Reimbursement in the [Travel Request System](#):
 - Select “Ute Shaw” from the “Org Approver” dropdown
 - Add the netID of the college-level Grants and Finance Analyst who works with the hiring department as an “Optional Approver”
- Mason has contracts with a number of [local area hotels](#) that can be booked by the department for the candidate and billed directly to the Recruitment org
 - After the candidate’s stay, the hotel will submit the invoice to Accounts Payable (AP) and AP will send an email to the department point of contact requesting approval of the charge. The department does not have authority to approve the charge on the org and should not respond to AP. Rather, the department should review the charges and, if there are no issues, forward the email with the position number to the Director of Finance, Ute Shaw, who will respond to AP with the authorized approval.
- Flights for candidates may be booked using [contracted travel service providers](#). Departments must forward copies of the receipts to cosfinan@gmu.edu along with the candidate’s name and position number.

Group Meal Costs

- Group Meals must include the candidate and at least one Mason faculty/staff member
 - Includes open forum ‘meet and greet’ sessions
 - Up to two group meals are appropriate per candidate visit
- Payment options:
 - Meal is paid by and reimbursed to a Mason faculty member
 - A Mason employee, typically the senior ranking faculty member, pays for the meal and is responsible for providing the following:
 - List of attendees
 - Legitimate meal receipt(s)
 - Reimbursement is requested through the standard [Food and Beverage Form](#)
 - Meal is paid directly via the Recruitment org
 - Vendor must be an approved caterer
 - Purchase order must be submitted by the department well in advance of the meal following the standard [Food and Beverage procedures](#)
- Group meals and other meals paid on behalf of the candidate should be noted as ‘free meals’ in the per diem section of the candidate’s travel reimbursement.

Relocation Bonuses

Relocation bonuses can be offered to tenure-line candidates as an incentive to secure the candidate. Approved relocation bonuses are paid in the first pay period of employment and are subject to tax withholding.

Costs: The amount of the bonus is determined by the distance to be moved and the college has established the offer ranges listed below.

Range in miles	Relocation Bonus up to:
0 – 50 miles	\$0
51 – 150 miles	\$2,000
151 – 500 miles	\$5,000
501 – 1,500 miles	\$10,000
1,501 miles – within the contiguous U.S.	\$15,000
Hawaii, Alaska, and International	\$20,000

Process: The department chair must coordinate with the college’s Director of HR and Employee Relations **before** an informal employment offer can be made. The chair should include the relocation bonus amount they would like to offer, within the amounts listed above, as a separate item in the employment offer (salary, startup, relocation bonus, etc.).

After the candidate has accepted the informal offer, the department initiator must add the below statement to the ‘Internal Comments’ section in the [Faculty Hiring Proposal](#):

“Relocation Bonus is to be charged to the COS Recruitment org 181249.”