Tenure Track Search
Information and Procedures
For On Campus Interview Travel

The College will Fiscally Support-

**Up to $3,000 For Department Search Budget (all candidates)**
1. Accommodations up to 2 nights at the Ayres Hotel in Seal Beach.
2. Chartroom meals, for faculty and the candidate.
3. Candidate’s travel expenses (airfare – Giselle’s or reimbursement to traveler; actual meal costs up to $55 a day paid directly by candidate; car rental; shuttle costs; airport parking)
4. If applicable, Travel by a Search Committee Member to conduct interviews at a Professional Conference ($1000 max) (Cannot combine with a Travel Award)

**Academic Jobs Online-** Automated Job Application System – Purchased by CLA Dean’s Office for all Department Searches.

**Travel Request Form** (see CLA website under travel forms) must be in the Dean’s Office at least 15 days (2 weeks) before the candidate arrives. If Giselle’s Global Travel is booking Airfare: send or hand-carry the original TR form and airfare quote to Joyce Morfe with a note to send the form to Giselle’s Global Travel.

**Hotel Reservations** must be made through the Dean’s Office.
E-mail joyce.morfe@csulb.edu, harvey.hunt@csulb.edu to schedule hotel accommodations.

Send the following information:
1. Candidate’s name
2. Arrival date and departure date
3. Number of nights

**Department Fiscal Responsibility**-
1. Advertisements
2. Meals off campus (any meal with faculty and candidate)
3. Accommodations at hotels other than the Ayres or more than a 2 night stay.

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