

Additional Guidance for Committees and Committee Chair

Search Committee Chair – Information to be used as reference throughout the process.

Please limit candidate meals to **2** individuals plus the candidate and please stay within mid-range price establishments (\$25-\$30 for dinner meal – see Policy # 4.09.01 pg. 10 of Travel, Entertainment & Business Expense Policy – Domestic Travel). Limit overnight stays to 1 night. Encouraged to have lunch on campus at the Rotunda by providing the FACREC Index Code. It is appropriate to have group meals on campus and/or catered for students or larger faculty groups, so long as the cost remains approximate to the cost of a restaurant meal for 1-3 individuals. For individuals invited to campus, you may want to provide them the Samford benefits guide for the coming year. Should they have questions about benefits please have them contact human resources at benefits@samford.edu or call 205-726-2469.

To Extend the Search Deadline: Prior to application close date please contact Provost Office (Christina Carrier [ccarrie1@samford.edu](mailto:ccarrier1@samford.edu)) to update the advertisements to extend the search.

Prior to Review of Applications by committee: The Dean, Committee Chair, and Department Head will receive access to applications to review for sufficiency of applicants.

Review of applications by committee May begin 30 days after posting, but no earlier unless otherwise approved by the office of Academic Affairs.

Search committee

All meetings of the search committee including selections, deliberations, interviews, and candidate presentations, should be scheduled in a way that allows all members to fully participate.

Samford does not guarantee that it will sponsor faculty members for permanent residency. Requests for permanent residency sponsorship of faculty members who are working pursuant to temporary work authorization visas will be reviewed on a case-by-case basis by the Office of the Provost in consultation with the Dean and Department Chair, taking into account factors such as budget, workload levels and other such contributing factors.

Note: VISA Question that may be asked of candidates - The following question may be asked of candidates:

Will you now or in the future require sponsorship for eligibility to work in the U.S.?

Answer Options:

1a) If the answer is yes, future sponsorship is required, but they are currently eligible to work in the U.S. because they have a H1-B, OPT or other valid work visa type – we must let them know that we will be unable to sponsor them in the future, but we should evaluate their credentials to remain in the pool, if they so choose.

1b) If the answer is yes, future sponsorship is required, but they are not currently eligible to work in the U.S., because they need sponsorship, they should not be considered further in the process.

2) If the answer is no, because they are currently eligible to work in the U.S., and they state that they will pay for their own costs for immigration-citizenship requirements, they should remain in the pool.

For Option 1a and 2 who are currently eligible to work in the U.S. on an existing visa, it will be noted in the LOA that visa sponsorship by Samford will not be considered in the future. Any expenses for USCIS services will not be incurred by Samford.

Provost office interview of campus visit candidates

Before candidates are brought to campus, Deans should send the finalists to Provost and copy Christina Carrier for approval of campus visit. Please copy Provost Executive Assistant, so that their Christian Mission Statement may be reviewed prior to being brought to campus. The Provost will interview all faculty applicants, regardless of rank or faculty status (TT, NTT, Administrative Faculty). The search committee chair or dean should communicate with Provost's Executive Assistant about the Provost's availability prior to setting the chair or dean candidate's in person site visit date.

Travel, Hotel, Meal Charges: Excess meal charges or hotel stays over one-night will be covered by the Dept. or School. Airline reservations should be made by the dept. admin. using the On-line Travel tool in the banner portal. This allows us to pay for the individuals airline without the applicant having to outlay cash and it can auto charge to FACREC (so the provost office automatically covers the charge). For hotel stays, you can work with purchasing to book hotel stays directly charged to Samford also utilizing the FACREC index code. If the individual who is making these arrangements needs additional information please contact the office of the Provost (Stacy Love – slove1@samford.edu).

In addition, for applicant meals with committee members and others, individuals can use their p-card or a dept. p-card and then after the expense has been reconciled in spend clarity (including all attendee names and detailed receipt), they can e-mail Stacy Love at slove1@samford.edu to change the index code. September 10, 2025 (last updated)