

Approval Checklist for Conducting Searches and Hosting Speakers
Centenary College of Louisiana

1. Searches (check one)

- Tenure-track faculty member search (national)
- Visiting full-time faculty member search (national)
- Full-time staff member, Cabinet (national)
- Full-time staff member, Director-level equivalent or above (national)
- Full-time staff member, exempt (national)
- Full-time staff member, non-exempt (local, regional)

2. Speakers and other (check one)

- Speaker, convocation guest
- Consultant
- Search organized by executive search firm
- Other (specify): _____

3. Name of hosting department: _____

4. Budget org (if known): _____

I have read the accompanying Budget Guidelines and understand that expenses over the listed amounts may not be reimbursed and unauthorized expenses or overages may be charged against the hosting department's operating budget.

Name and Signature: _____

Date _____

Required Approvals:

Supervisor Name and Signature: _____

Date: _____

Cabinet Member Name and Signature: _____

Date: _____

Director of Human Resources Signature: _____

Date: _____

Approvals Needed for Speakers and Consultants:

Budget Manager Name and Signature: _____

Date: _____