

Planning Template for Conducting Searches and Hosting Speakers and Guests

Centenary College of Louisiana, September 2018

1. Searches (check one)

_____ Tenure-track faculty member search (national)

_____ Visiting fulltime faculty member search (national)

_____ Fulltime staff member, Cabinet (national)

_____ Fulltime staff member, Director-level equivalent or above (national)

_____ Fulltime staff member, exempt (national)

_____ Fulltime 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):

5. I have read the accompanying 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.

Signature _____

Printed Name _____

Date _____

APPROVALS (See reverse):
Approvals Needed for Searches:

Supervisor (Name, Date)

Name

Date

Cabinet Member (Name, Date)

Name

Date

HR (Name, Date)

Name

Date

Approvals Needed for Speakers and Consultants:

Budget Manager (Name, Date)

Name

Date