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 ____________________

CURRENT as of 09.11.18