

CAHNRS-SPECIFIC FACULTY RECRUITMENT INFORMATION

FOR SEARCH CHAIRS & CLERICAL SUPPORT

COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES
JUNE 14, 2017

CAHNRS Faculty Recruitment

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CAHNRS Faculty Recruitment

HRS Faculty recruitment process vs. the CAHNRS process, “What is the difference?”

WSU HRS Process – Checklist, Forms and Procedures

(Bonnie Dennler, b.carothers@wsu.edu, 509-335-1969 or Jonathon Hurd, 509-335-4580)

Faculty Recruitment Toolkit - <http://hrs.wsu.edu/managers/recruitment-toolkit/faculty-recruitment-toolkit/>

Section 1:

Search Chair & Clerical Support Information

In coordination with the Office of the Provost, Human Resource Services (HRS) has developed University checklists, tools and resources to provide assistance and guidance for the recruitment and hiring of Faculty positions. The search chair and clerical support will use these resources, found on HRS’s website, for the majority of search activities. The CAHNRS Human Resources representative, Bonnie Dennler or the HR Assistant Jonathan Hurd, will answer any HRS search process related questions.

CAHNRS Process - Additional Requirements or “Approving Points”

(Kat Odell, odell@wsu.edu, 509-335-3460)

Supplemental to the WSU faculty hiring policy and processes, the CAHNRS Dean and Associate Deans require additional information from the search chair with department director/chair approval. Specific forms have been created to complete and submit at each of the CAHNRS Approving Points. These forms can be found on the CAHNRS Faculty Search SharePoint site. The stopping points are: 1) before committee work begins (Cost to Hire), 2) before recruitment (NOV review), 3) before interviewing (Request to Interview), 4) before offering the position and entering negotiations (Request to Offer), 5) before finalizing the offer (Offer letter and post-negotiation Cost to Hire).

Getting the Search Committee on the Same Page

It is important that the search committee understand WSU Equal Employment Opportunity guidelines. HRS has developed an online ‘Faculty Recruitment Basics’ training that all search committee members are strongly encouraged to review each time they serve on a faculty search committee. The search chair should review the training, share the link to this training with committee members and instruct them to review the training prior to the first search committee meeting.

The course includes a comprehensive review of the five separate phases of recruitment, along with numerous best practice tips and suggestions to help Search Committees manage the successful recruitment, screening, interview, and evaluation of job candidates. Additionally, the roles and responsibilities of key offices and individuals during the recruitment process are discussed, as well as the importance of providing a positive candidate experience during the entire recruitment process. You may link to the training here: [WSU Online Training - Faculty Recruitment Basics](#).

Alternatively, an HRS representative can also be available to attend your Search Committee kick-off meeting to provide the ‘Faculty Recruitment Basics’ training in-person, go over resources and answer HRS recruitment questions. Please note that the HRS representative will not be versed in the supplemental CAHNRS requirements.

Questions

Questions relating to *CAHNRS Faculty search ‘stopping points’* can be addressed by:

Kat Odell, CAHNRS Operations – Employment Process 509-335-3460

odell@wsu.edu

For all other recruitment questions, please contact:

Bonnie Dennler, Human Resource Services 509-335-1969

b.carothers@wsu.edu

CAHNRS Faculty Recruitment

Faculty Recruitment Checklist

For your convenience, the CAHNRS Employment Process Office has listed the WSU HRS Faculty Recruitment Checklist from their Faculty Recruitment Toolkit alongside the activities that requires CAHNRS approval. Visit the Faculty Recruitment ToolKit at hrs.wsu.edu/fac+recruit for more faculty recruitment information and resources.



Section 2:



Side-by-Side: University Checklist + CAHNRS Approving Points

Key:

SC:	Search Chair	BFO:	Business & Finance Office	AA:	Appointing Authority
SCM:	Search Committee Members	ADA:	Associate Dean Assistant		
SS:	Search Support	D/AD:	Dean & Associate Dean		

Human Resource Services/University Checklist			CAHNRS Approving Points	
Who is Typically Involved	Action Item	Required Document or Action	Routing for Approval	
Phase 1: PREPARE				
<input checked="" type="checkbox"/> S C	<input type="checkbox"/> Discuss the needs of position, salary, how many finalists to recommend, expected search completion etc. with the Appointing Authority (AA) or Department Chair.	Cost to Hire HIRES Hiring Request Position Action Form (PA/PRR)		
<input checked="" type="checkbox"/> S C	<input type="checkbox"/> Review position details and draft search timeline. <input type="checkbox"/> Draft evaluation tools Resources at hrs.wsu.edu/fac+recruit			
	<input type="checkbox"/> Contact HRS regarding entering/updating a Faculty position description.			
Phase 2: ADVERTISE & OUTREACH				

<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Develop recruitment and outreach strategy considering diversity implications - review underutilized data <input type="checkbox"/> Draft advertisements. <input type="checkbox"/> Review and discuss potential professional contacts, alumni etc. to invite to apply Resources at hrs.wsu.edu/fac+recruit+outreach	NOV Approval Request Form	 <p>* Only tenure-track full-time teaching Faculty positions teaching courses printed in the University catalogue require IPO's review of the NOV.</p>
		<input type="checkbox"/> Submit posting in OPDRS (WSUJobs). NOTE: Route posting to International Programs if necessary. <input type="checkbox"/> Create Guest User account and upload advertisements Resources at http://hrs.wsu.edu/OPDRS		
		<input type="checkbox"/> Following approval of the job posting, place ads <input type="checkbox"/> JobTarget ads may be placed the day after the posting is approved Resources at hrs.wsu.edu/fac+recruit+outreach		
		<input type="checkbox"/> Monitor applicant pool; direct inquires to SC or HRS as appropriate		
Phase 3: SCREEN & INTERVIEW				
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Review and evaluate application materials (after screening begin date) on an individual basis.		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Vet the evaluated applicant pool and determine which applicants will be invited to pre-screen interview and which ones will be held in reserve <input type="checkbox"/> Determine "Not Selected," reasons for remaining applicants		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Develop pre-screen and interview questions <input type="checkbox"/> Resources at hrs.wsu.edu/fac+recruit		
		<input type="checkbox"/> Change status of applicants to Long List if held in reserve <input type="checkbox"/> Change status of applicants to Preliminary Interview if selected for pre-screen interview <input type="checkbox"/> Change status of applicants no longer in running to "Not Selected"	Request to Interview Form	
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Set-up and conduct pre-screen telephone/videoconference interviews <input type="checkbox"/> Ensure preparations are made to provide interviewees with a top-notch candidate experience. Resources at hrs.wsu.edu/candidate+experience		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Select short-list of applicants from pre-screen for on-campus interviews <input type="checkbox"/> Determine "Not Selected," reasons for remaining applicants		

<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Develop on-campus interview format and agenda Resources at hrs.wsu.edu/candidate+experience		
		<input type="checkbox"/> Change status of applicants selected for on-campus interviews to “Campus Interview” <input checked="" type="checkbox"/> S S <input type="checkbox"/> Change status of applicants not moving forward to “Interviewed, Not Selected” and provide reason <input type="checkbox"/> Prepare and send written notice declines to these applicants		
<input checked="" type="checkbox"/> S C		<input checked="" type="checkbox"/> S S <input type="checkbox"/> Invite short-list candidates and arrange on-campus interviews. <input type="checkbox"/> Send info to candidates on community, campus, benefits etc. Resources at hrs.wsu.edu/candidate+experience		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Conduct on-campus interviews and select finalist(s) <input type="checkbox"/> Review feedback data and select finalist(s)		
Phase 4: PERFORM REFERENCE & BACKGROUND CHECKS				
<input checked="" type="checkbox"/> S C		<input type="checkbox"/> Advise finalist(s) reference checks will be conducted and background checks (if applicable) <input type="checkbox"/> Conduct reference checks on finalist(s) Resources at hrs.wsu.edu/fac+recruit		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Collect 3 letters of recommendation if not previously received (tenure/tenure-track positions)		
		<input checked="" type="checkbox"/> S S <input type="checkbox"/> Change status of applicants selected as finalist to “Recommended to Hire” NOTE: HRS will initiate background check (if applicable) and initiate the hiring proposal in OPDRS <input type="checkbox"/> Change status of applicants held in reserve to “Selected as Finalist” <input type="checkbox"/> Change status of remaining applicants to “Interviewed, Not Selected and provide reason.		
<input checked="" type="checkbox"/> S C	<input checked="" type="checkbox"/> S C M	<input type="checkbox"/> Draft hire recommendation such as weaknesses/strengths of finalist(s) and submit to AA or her/his designee	Request to Negotiate Offer Form	 <pre> graph LR SC[SC] --> EPO[EPO] EPO --> BFO[BFO] BFO --> DAD[D/AD] </pre>
Varies by area/college.		<input type="checkbox"/> Verbal offer made upon approval from AA. NOTE: All tenure/tenure track offers require Provost approval <input type="checkbox"/> If candidate negotiates additional terms, seek approval from AA and Provost Office if necessary.	Request to Finalize Offer Form (Updated Cost to Hire +	 <pre> graph LR SC[SC] --> BFO[BFO] BFO --> DAD[D/AD] </pre>

		Draft Offer Letter)	<pre> graph LR SC[SC] --> EPO[EPO] EPO --> DAD[D/AD] DAD --> PROVOST[PROVOST] </pre>
Varies by area/college.	<input type="checkbox"/> Offer letter drafted and sent to Provost Office for signature (tenure/tenure track); HRS can review (non-tenure track) Templates at hrs.wsu.edu/letters		
Varies by area/college.	<input type="checkbox"/> Offer letter mailed to finalist candidate. <input type="checkbox"/> Upon receipt of signed offer letter, copies sent to “CCs”		
Phase 5: HIRE & ONBOARD			
<input checked="" type="checkbox"/> S C	<input type="checkbox"/> Provide verbal or written declines to pre-screen/interviewed candidates		
	<input checked="" type="checkbox"/> S S <input type="checkbox"/> Prepare and send written notices of position closure to remaining candidates <input type="checkbox"/> Input “Not Selected” reasons for other finalist(s) if applicable		
	<input checked="" type="checkbox"/> S S <input type="checkbox"/> Ensure search records are kept in accordance with WSU’s records retention policy. Info at hrs.wsu.edu/Utils/File.aspx?fileid=6789		

CAHNRS Faculty Recruitment

Section 3: Acquiring Dean & Associate Dean Approval- Online Internal Routing

CAHNRS Process – Online Internal Approval Guide

(Dixie Kearney, dixie.kearney@wsu.edu, 509-335-9825)

1. a) [CAHNRS Request to Recruit Form](#)

By completing this form you are notifying the CAHNRS Business and Finance Office and the CAHNRS Dean and Associate Deans of your intention to begin the recruitment process for a tenure/tenure-track/promotion track faculty position.

Required for submission of this form:

- ✓ Position and Contact Details, title, the appointment type, position type, anticipated start date, search support contact information, etc. Once this information has been received and processed, you will be sent a link to the Cost to Hire form for completion.
- ✓ <https://app.smartsheet.com/b/form?EQBCT=b97576978954423ca182e72063cd0a89>

b) CAHNRS Funding Approval Form (Cost to Hire)

The CAHNRS Dean and Associate Deans require information on how faculty positions will be funded, including how the cost is split among the areas, what the specific start-up costs are, salary information, etc., via the Cost to Hire form. The Business and Finance Office (BFO) initiates the Cost to Hire template, adds the Hiring Plan number, and sends the Cost to Hire via

email using Smartsheet for the search support to complete. Questions on completing the Cost to Hire may be directed to Jennifer Jansen (AP and ARC) or Lisa Bruce (Extension).

2. [CAHNRS NOV Approval Request](#)

CAHNRS Notice of Vacancies (NOVs) represent our College, University, and community. They need to look, feel and BE as important as they truly are; the best recruiting and selection tools for our faculty positions. The Dean and Associate Deans and the International Programs Office review the Notice of Vacancy (NOV) for appropriate wording, qualifications, and other information.

Required for submission of this form:

- Upload and submit the Notice of Vacancy in a Word or PDF format.
- Upload a copy of the final approved and SIGNED Cost to Hire.
- <https://app.smartsheet.com/b/form?EQBCT=02e3968938514e0d95607475e28c4e51>

3. [CAHNRS Request to Interview Form](#)

The Dean and Associate Deans review the Request to Interview (in-person interviews) for information showing the quality and potential of the candidates. The search support submits the Request to Interview Form to summarize the overall strengths and weaknesses compared and contrasted with the needs of the position. Additionally, consider if candidates appear capable of developing a nationally recognized program or competing at the national level for funding, etc.

Required for submission of this form:

- Compile application materials into one file per candidate and upload.
- Compile search committee screening/ranking into one summary spreadsheet file and upload.
- Upload a brief narrative that compares and contrasts the overall strengths and weaknesses of the candidates with the needs of the position.
- <https://app.smartsheet.com/b/form?EQBCT=59bfc077a7e44c8eb159119856476570>

4. [CAHNRS Request to Negotiate Offer Form](#)

The Dean and Associate Deans review the Request to Negotiate Offer Form for the committee's recommendations after in-person interviews.

Required for submission of this form:

- Compile candidate letters of recommendation into one file per finalist and upload.
- Upload a narrative summarizing the major strengths and weaknesses of each of the finalists in relation to the needs of the position. Include your preferred order of offer for each finalist (1st, 2nd, etc.) or indicate the reason not selected.
- <https://app.smartsheet.com/b/form?EQBCT=acb9bf2b2fe1480aaa384f837f46a237>

5. Request to Finalize Offer Form

The Dean and Associate Deans review the draft offer letter and updated Cost to Hire for funding agreement and appropriate wording in the offer of the position.

Required for the submission of this form:

- Enter the first and last name of the finalist into the form.
- Upload the draft offer letter as a PDF or Word document.
- Indicate whether you have updated the Cost to Hire. Please Note: Your Request to Finalize Offer WILL NOT be reviewed until you have also updated the Cost to Hire via the link provided to you.
- <https://app.smartsheet.com/b/form?EQBCT=c6859200e7df4186a25c342f6efea59f>

Please note: all submissions via form or attachment are considered to have been submitted with the full approval of the Chair/Director.

Cost to Hire - Search Sample - Stage 5

Note: Please do not modify the formatting on the cost to hire.



Cost to Hire	Comments and Totals	Academic Programs	CAHNRS Office of Research	WSU Extension	Department	R&E Center	Other	Total	Funds Use by Date
Stage #	5								
Prepared by:	Jennifer Jansen								
Position Number:	123456								
Home Department:	Animal Sciences								
Faculty Location:	Pullman								
Position Title(s):	Asst. Professor								
Anticipated Start Date:	8/16/17								
Hiring Plan Number:	17-AS-01								
New Employee Name (Stage 5):	Butch T. Cougar								
								Total FTE	
	Position FTE Percentages by Area	20%	40%	40%				100%	
	Account Number(s) that will be on Position	2101-0000	3015-0000	4101-0000					
PBL Funding - This section is to be used only for PBL funded positions	Comments:	Academic Programs	CAHNRS Office of Research	WSU Extension	Department	R&E Center	Other	Total PBL Funding	Funds Use by Date:
Faculty		20,000	40,000	40,000				100,000	
Technician								0	
Grad or Post Doc								0	
Other (Provide specifics in comments)								0	
	Total PBL Position Funding	20,000	40,000	40,000	0	0	0	100,000	
Cash Funding (Enter total amount, e.g. enter \$20K if a 2 yr \$10K commitment)	Comments:	Academic Programs	CAHNRS Office of Research	WSU Extension	Department	R&E Center	Other	Total Cash Funding	Funds Use by Date:
Technician	Technician for 2 years		82,000					82,000	8/15/18
Grad or Post Doc	Graduate student for 2 years, 9 mo. appt - step 26	35,000						35,000	8/15/19
Salary for Others (Non-Technician/Non-Grad/Post Doc)								0	
Relocation Expenses		2,000	3,166	3,166				8,332	8/15/18
Search Expenses		2,000	2,000	2,000				6,000	8/15/18
Equipment Start Up		30,000	92,000	57,000				179,000	8/15/20
Other Start Up								0	
Lab Renovation Costs (List Building & Room #)					40,000			40,000	8/15/19
Other Space Needs Expense (List Building & Room #)								0	
Other Expenses								0	
	Total Cash Funding (Startup/Search)	69,000	179,166	62,166	40,000	0	0	350,332	
	Total to be funded by Area:	89,000	219,166	102,166					
	Total to be funded by Department:				40,000				
	Total to be funded by R&E Center:					0			
	Total to be funded by Other (state who is funding in comments):						0		
	Total Costs	89,000	219,166	102,166	40,000	0	0	450,332	
Notes:	Chris Johnson and Jennifer Jansen are available for assistance in completing this form. All amounts in Department column are department responsibility.								
APPROVALS: Final approvals will be obtained via hard copy signature	Signature & Date:								
Department Chair:	Business & Finance Director:								
Res & Ext Center Director:	Academic Programs Associate Dean:								
CAHNRS Office of Research Associate Dean:	WSU Extension Associate Dean:								

CAHNRS NOV Templates:

CAHNRS Faculty Recruitment

- [NOV Sample Crimson](#)
- [NOV Sample 1 Crimson Titling](#)
- [NOV Sample 2 Red Titling](#)
- [NOV Sample Gray/Chartreuse](#)
- [NOV Sample Blue/Brown with Branding](#)

Section 5: The Purpose and Importance of a NOV:

Notice of Vacancy Recommendations and Profile Guide

CAHNRS Notice of Vacancies (NOVs) represent our College, University, and community. They need to look, feel and BE as important as they truly are; the best recruiting and selection tools for our faculty positions. Unique graphics, interesting fonts and coordinated formats help catch interest; however, intelligent and *effortful* content keeps potential candidates engaged.

What the Dean and Associate Deans *want to see*:

- A NOV that actively seeks to connect with the target audience by using dynamic word/language choices to describe our vacancy as a very desirable opportunity.
- A NOV that succeeds in showcasing the strengths of our college and the department/unit that is recruiting.
- A NOV that contains at least all of the required information (see below).
- A NOV that has been proofread for grammar and typographical errors.

NOV requirements:

- | | |
|-----------------------------------------------|------------------------------------------------|
| ✓ Title of position | ✓ Education and Experience Qualifications |
| ✓ Rank (if applicable) | ✓ Application Deadline |
| ✓ Tenure/Non-tenure track | ✓ Application Materials Required |
| ✓ Temporary (if applicable) | ✓ Address for Application Materials to be Sent |
| ✓ Effective Date, Duties and Responsibilities | ✓ Affirmative Action Statement |

Three *improvements* you can make:

- 1) **Get inspired – then write.**
 - Instead of a well-worded but passive description of the position, compose a dynamic representation of the position that showcases the importance and purpose.
 - What is the ultimate goal of the position or toward what efforts will they contribute?
 - Show opportunities for personal or professional growth. How does their role fit in?

Excerpt from AMDTs “The Opportunity” section:

Washington State lays claim to one of the largest apparel industries in the U.S., and has positioned itself as a leader in fashion and design with an \$8.3 billion industry, more than 1,500 apparel companies and 3,100 self-employed designers (<http://edc-seaking.org/fashion/>). WSU has a rich history in textiles and apparel, including a unique strength and competitiveness in the outdoor gear and sportswear market, as well as a robust industry partnership in Seattle and throughout the Pacific Northwest. The department works closely with the AMDT Advisory Board to develop industry-relevant educational opportunities and research programs. Members include representatives from Nike, Nordstrom, Speedo, Eddie Bauer, Kenneth Cole, Cotton Incorporated, Konjo Ababa, and The Economic Development Council of Seattle and King County.

- 2) **What’s in it for them?**

- Include a descriptive narrative or details about what is interesting or special, such as your state-of-the-art equipment, award-winning team, or phenomenal facilities.

Excerpt from an Institute of Biological Chemistry NOV:

The position offers an exciting opportunity for leadership in developing new strategic initiatives and in further advancing established areas of departmental excellence in modern plant science. Members of the Institute employ biochemical, biophysical, genetic and systems biology approaches to investigate and understand fundamental processes in plants. There will be opportunities to hire new faculty over the next 3 - 5 years, and the Institute is scheduled to move into a new world class building on the Pullman campus which is currently in the design phase.

3) Use your resources.

Pre-composed information.

- CAHNRS Communication has composed professional profiles for locations, CAHNRS units, and WSU to include in your NOVs. See **below** for profiles and approved statements.

Design templates.

- Use the templates created for NOVs. Use polished formatting and/or graphics relative to the position, location, discipline, department, program and/or institution including approved logos, coordinated color and font schemes. See **links below** for *graphic* and *simple* design templates.

Tips for *Success*:

- ✓ Strive to convey what is special and unique.
- ✓ Required qualifications should be few, descriptive, and succinct.
- ✓ The search committee should easily be able to quantify whether and how a candidate meets position requirements because qualifications have been carefully considered and communicated.
- ✓ Acronyms should be spelled out on first use.
- ✓ Have someone else read it and provide feedback – what doesn't appeal to them? What seems difficult or confusing?
- ✓ Proofread.

Location Profiles:

LIFE ON THE PALOUSE

Pullman offers a friendly, small-town atmosphere with a high quality of life and connected community. Located 80 miles south of metropolitan Spokane, Pullman is also a quick drive away from the scenic Idaho Panhandle and Moscow Mountain. These Idaho treasures, along with the unique rolling hills of the Palouse, provide area residents with a wide range of outdoor activities to choose from in a true four-season climate. Ample cultural and academic opportunities are available on the main campuses of both Washington State University and the University of Idaho in the neighboring town of Moscow. Additionally, Pullman has an excellent public school system and was recently ranked by Bloomberg Business as the best small town in Washington to raise children. To learn more about the Pullman community, visit <http://www.pullmanchamber.com>.

LIFE IN THE TRI-CITIES

The Tri-Cities is known for premium water, weather, and wine. There are 300 days of sunshine (as the visitor bureau claims) and mild, short winters every year. The neighboring cities of Kennewick, Pasco, Richland, and West Richland make up a combined urban area population of 260,000. The sunny, dry climate is ideal for outdoor recreation in the shrub-steppe hills and on the Columbia, Snake, and Yakima Rivers. Family-friendly activities revolve around youth sports and strong public schools. WSU Tri-Cities enjoys unique partnerships with many of the largest state employers, including the Pacific Northwest National Laboratory, Kadlec Regional Medical Center, major food processor and the grape and wine industry Campus initiatives to strengthen signature programs in wine science, sustainable energy, engineering, STEM education, nursing, and veteran support reflect the area's diverse community interests. The Tri-Cities area is only a 3 hour drive from Seattle and Portland. To learn more about the Tri-Cities community, visit www.visittri-cities.com.

LIFE IN WENATCHEE

Wenatchee's population of 65,000 is located on the eastern edge of the Cascade Range at the confluence of the Columbia and Wenatchee Rivers amid cherry, apple, and pear orchards. The world's primary fruit-producing region is a fitting home to the WSU Tree Fruit Research and Extension Center. Some of the favorite outdoor recreational opportunities are hiking, biking, and skiing in the mountains, and fishing, swimming, and boating in the rivers. The "Apple Capital of the World" is just a few hours' drive from the city of Seattle and Greater Puget Sound. Local attractions and year-round art and cultural events complete the unique character of this north-central Washington town. To learn more about the Wenatchee community, visit www.wenatcheewa.gov.

LIFE IN PROSSER

Located in south-central Washington State, Prosser is the birthplace of Washington wine. The Yakima River runs through the town and expansive vineyards. At the Irrigated Agricultural Research and Extension Center in Prosser, scientists from WSU, the USDA Agricultural Research Service, and Washington State Department of Agriculture address concerns about the amount of water used in the state for agricultural production. Given that an estimated two-thirds of Washington's crops come from irrigated land, this research is vital to the region's economy and sustainability. Prosser is also home to the recently established Walter Clore Wine and Culinary Center and is just a 30-minute drive to the WSU Wine Science Center and WSU Tri-Cities campus. To learn more about the Prosser community, visit www.cityofprosser.com.

LIFE IN SKAGIT VALLEY

The Skagit Valley in northwest Washington is well-known for its scenic beauty, reflected in the Cascade Mountain Range, waters of the Puget Sound, annual Tulip Festival, and ferry rides to the San Juan Islands. The WSU Mount Vernon Research and Extension Center serves the agricultural, horticultural, and natural resource science interests of the state and unique conditions of northwest Washington: a mild marine climate, diverse small and mid-sized farms, and a close rural-urban interface. Mount Vernon is about 60 miles north of Seattle and 90 miles south of Vancouver, Canada, positioning area residents near an international array of recreational and cultural options. To learn more about Skagit Valley, visit www.goskagit.com.

LIFE IN SOUTH PUGET SOUND

With its roots in agriculture, Puyallup is home to the Washington State Fair and annual Daffodil Festival. The WSU Puyallup Research and Extension Center has played a vital role in Washington for over a century, delivering high-quality, innovative research and extension programs in food production, natural resource stewardship, human nutrition education, and youth and community development. Located at the foot of scenic Mount Rainier about 10 miles east of Tacoma and 35 miles south of Seattle, the area provides unique urban and rural experiences. To learn more about the Puyallup community, visit www.cityofpuyallup.org.

LIFE IN VANCOUVER

WSU Vancouver is an inclusive, innovative, campus located on a beautiful 351-acre campus across the Columbia River from Portland, Oregon, offering numerous opportunities for collaboration with a variety of nearby institutions, agencies, and organizations. The campus is located in the 4th largest city in the state of Washington and within the 23rd largest U.S. metropolitan area (>2,200,000 residents). A personal atmosphere, small classes, and interaction with world-class faculty attract more than 3,200 students and approximately 140 full-time faculty members. To learn more about the Vancouver community, visit: <http://www.cityofvancouver.us/>

LIFE IN OKANOGAN COUNTY

Okanogan County, located in North Central Washington State is a diverse landscape with a natural resource based economy. Despite being the largest county by landmass, 5,315 square miles, we have one of the smallest populations in Washington State at approximately 42,300. From the snow packed peaks of the North Cascades to the near desert conditions of our south county, area residents enjoy a varied landscape for business and pleasure. Cool winters bring winter sports such as skiing, snow mobiles, wildlife tracking, and more. The hot dry summers support fishing, hiking, hunting, and water skiing. The varied seasons and landscapes provide the setting for a diverse natural resource industry that includes tree fruit, livestock, forestry, and mining, just to name a few. The residents of this beautiful county are a hardy group of

individualists who have experienced hardships from natural disasters to downturns in resource economies. Despite these setbacks, the people of Okanogan County are practical, get things done, and people who have a strong zest for life.

Median household income was reported at \$40,368 for 2009-2013. A profile of Okanogan County agriculture is available at: http://www.nass.usda.gov/Statistics_by_State/Washington/County_Profiles/okanogan.php. The Okanogan County Government website: <http://www.okanogancounty.org/> provides additional information about Okanogan County.

LIFE IN KITSAP COUNTY

Kitsap County ranks sixth in the state in population with 254,183 people. The population is composed of 3.0 % Black or African Americans, 1.8 % American Indian and Alaska Natives, 5.3 % Asians, 7.0 % Hispanics or Latinos, 78.0 % White persons not of Hispanic/Latino origin, and 5.3 % of the population report some other race or a combination of two or more races. Kitsap County is home to two Native American Sovereign Nations – the Suquamish and the Port Gamble S’Klallam. For more complete census information regarding Kitsap County, go to <http://quickfacts.census.gov/qfd/states/53/53035.html>

Kitsap County is host to multiple military installations. The government is the major employer in the county, although much of Kitsap County maintains a rural atmosphere, Bremerton is the largest city in the county with a population of almost 40,000. Bremerton is a 60-minute ferry ride from downtown Seattle.

CAHNRS Unit Profiles:

THE DEPARTMENT OF APPAREL, MERCHANDISING, DESIGN, AND TEXTILES

- The Department of Apparel, Merchandising, Design and Textiles (AMDT) at WSU offers the only four-year apparel and textiles degree program supported by the state of Washington.
- Students can select either Apparel Design or Merchandising as the focus of their B.A. program and a thesis or project-based M.A. in Apparel, Merchandising, and Textiles. The option to continue studying in an interdisciplinary Ph.D. program is also available.
- Beyond the classroom, our department prioritizes experiential learning with student-produced fashion shows, national internships, study abroad, student club activities, and industry seminars.
- New leadership and facilities at the heart of the WSU Pullman campus allow faculty and students to pursue expanded research opportunities with a state-of-the-art textile and apparel research lab equipped with a 3-D body scanner, a 25-station computer lab, two apparel design studios, and classrooms equipped with full audio visual capabilities.
- For more information, visit <http://amdt.wsu.edu>.

THE SCHOOL OF ECONOMIC SCIENCES

- The WSU School of Economic Sciences (SES) offers highly-rated Ph.D. programs in Economics and Agricultural Economics, an M.S. program in Applied Economics, and B.S. programs that open doors to a variety of career paths.
- Built on a strong foundation in the core areas of microeconomics, macroeconomics, and quantitative methods, SES has particular strengths in agricultural and consumer economics, econometrics, environmental and natural resource economics, health economics, industrial organization, international economics, and transportation economics.
- SES faculty and students are actively engaged in cutting-edge research in applied economic and econometric modeling. Recent publications include peer-reviewed articles in the *Journal of Econometrics*, *Journal of Law & Economics*, *International Journal of Environmental Economics & Management*, and *Econometrica*.
- We are also dedicated to outreach and engagement through WSU Extension economics projects focused on Washington State and other Pacific Northwest communities, livestock production, and the tree fruit industry. The IMPACT Center draws on the expertise of researchers interested in solving economic, social, political, and technical problems that affect the competitiveness of the state's agriculture and related sectors.
- For more information, visit <http://ses.wsu.edu>.

- The Viticulture and Enology (V&E) Program at WSU brings together talented and passionate researchers and instructors from six different departments in the College of Agricultural, Human, and Natural Resource Sciences.
- The collaboration has established an interdisciplinary program that spans from soil science, agronomy, plant physiology, plant pathology, entomology, molecular plant sciences, and biochemistry to process engineering, wine chemistry, microbiology, sensory science, business management, and marketing.
- The V&E Program has also established partnerships with industry that contribute to local, national, and global economic growth. The unique, state-of-the-art Ste Michelle Wine Estates WSU Wine Science Center on the Richland campus opened in 2015 will allow V&E to increase this contribution as a center for excellence in research and education.
- Faculty, students, and industry partners work closely throughout the state at campus branches, research centers, and vineyards, while WSU Extension specialists communicate research and offer education opportunities to the public through county events, publications, web resources, and online courses.
- Students can prepare for careers in the viticulture and enology industries with a V&E B.S. program based on Integrated Plant Sciences (offered on the Richland and the Pullman campus), multidisciplinary graduate study opportunities, or 1.5-year-long online professional certificate programs.
- For more information, visit <http://wine.wsu.edu>.

THE DEPARTMENT OF CROP AND SOIL SCIENCES

- Faculty and students in the Department of Crop and Soil Sciences (CSS) at WSU are committed to creating a sustainable earth and feeding the world through research, teaching, and extension.
- Our department offers M.S. and Ph.D. programs in Crop Science and Soil Science. Undergraduate students can select B.S. programs in either Integrated Plant Sciences (with emphasis on agricultural biotechnology, field crop management, or turfgrass management) or Agricultural Food Systems (with emphasis on education, technology and production management, business economics, or organics).
- First-class facilities include a new 30-acre organic farm on the Pullman campus as well as labs and farms at research centers in Prosser, Wenatchee, and Mount Vernon.
- Partnerships with the USDA Agricultural Research Service, the Department of Energy's Pacific Northwest Laboratory, commodity commissions, the agriculture industry, and family farms result in well-rounded and timely research, successful outreach, and opportunities for student internships.
- For more information, visit <http://css.wsu.edu>.

THE DEPARTMENT OF HUMAN DEVELOPMENT

- The Department of Human Development (HD) at WSU offers a B.A. program in Human Development at campuses in Pullman and Vancouver, and through the Global Campus. Undergraduate students can choose an emphasis in Early Childhood Development and Care, Adolescence, Family Studies, or Gerontology. Certification for teaching Family and Consumer Sciences is also available through the department.
- We are committed to preparing students for success. Each undergraduate student in the HD program completes an internship or practicum experience that gives them a competitive edge when pursuing careers in education, family services, or other social services.
- Students interested in pursuing an advanced human development degree can earn an interdisciplinary Ph.D. in Prevention Science at Pullman, Spokane, and Vancouver campuses. The program is the first of its kind in the nation and brings together faculty from human development, health communication, educational psychology, community nursing, psychology, kinesiology, and WSU Extension.
- As part of Project Healthy Campus—a campus-wide initiative to integrate and evaluate health promotion programs for students—full-time Ph.D. students in Prevention Science are funded as teaching, research, or graduate assistants.
- HD faculty work closely with WSU Extension faculty across the state on a range of integrated research-extension projects involving children and their families, including obesity prevention, parenting education, media literacy, and equine-assisted child development.
- For more information, visit <http://hd.wsu.edu>.

THE DEPARTMENT OF PLANT PATHOLOGY

- The Department of Plant Pathology at WSU is fully engaged with protecting crops from destructive diseases and ensuring plant health by using environmentally-friendly and sustainable strategies to solve problems that threaten the world's food supply.
- Plant pathology faculty collaborate with researchers across multiple departments and colleges, as well as the USDA Agricultural Research Service, to study all major groups of pathogens, including mycology, bacteriology, virology, and nematology. Research applications are in tree fruit, legumes, potato, vineyards, vegetables, and bulbs.
- We are proud to offer some of the country's most comprehensive M.S. and Ph.D. programs in Plant Pathology. Students are supported by award-winning faculty, state-of-the-art laboratories, and assistantships. Research opportunities are available throughout Washington State.
- Our department operates Plant Pest Diagnostic Clinics in Pullman, Puyallup, and online to help the public diagnose and manage plant diseases and disorders and identify plants and arthropods (including insects). Access to and loans from the Charles Gardner Shaw Mycological Herbarium are available to specialists interested in studying the 70,000 specimens of fungi collected from all over the world.
- For more information, visit <http://plantpath.wsu.edu>.

THE DEPARTMENT OF ENTOMOLOGY

- The Department of Entomology at WSU is actively involved with education, research, and outreach across the state to address the needs of residents and agricultural industries. We maintain a long tradition of working closely with regional USDA scientists, the Washington State Department of Agriculture Pesticide Management Division, and the WSU Extension Integrated Pest Management Program.
- Our research strengths span all aspects of basic and applied biology and entomology. We are deeply committed to graduate education with a wide variety of Ph.D. courses and research opportunities guided by world-class faculty. Undergraduate students interested in pest management are offered a multidisciplinary education to ensure successful and responsible on-the-job problem solving.
- The main WSU campus in Pullman is home to the M.T. James Entomological Collection of more than 3 million insect species from around the world. The museum supports the taxonomic research of visiting scholars and provides learning opportunities to the public. The department's APIS Molecular Systematics Laboratory includes more than 250 honey bee colonies in 10 research and teaching apiaries focused on addressing problems encountered by regional beekeepers.
- Entomology faculty regularly publish in top scientific journals, including *Science*, *Nature*, and *PNAS*.
- For more information, visit <http://entomology.wsu.edu>.

THE WSU and UI SCHOOL OF FOOD SCIENCE

- The School of Food Science is jointly administered by Washington State University and the University of Idaho, just 8 miles apart. We offer the only food science degree programs available in either state.
- Students can earn a B.S., M.S., and Ph.D. in Food Science, conduct research with faculty, and complete internships to help secure leadership positions in a variety of careers. An online Certificate of Proficiency in Food Science is available to professionals interested in career advancement.
- The WSU Creamery, renowned for Cougar Gold cheese and Ferdinand's ice cream, provides students with on-campus experiential learning and research opportunities, work experience, and financial support.
- Faculty programs in research and extension help ensure a safe, nutritious, and economical food supply for the region while also enhancing food industry competitiveness in both national and international markets.
- Faculty and students work collaboratively from the WSU campus in Pullman, UI campus in Moscow, WSU Irrigated Agriculture Research and Extension Center in Prosser, UI Food Technology Center in Caldwell, TechHelp in Boise, and WSU Wine Science Center in Tri-Cities.
- For more information, visit <http://sfs.wsu.edu>.

THE SCHOOL OF THE ENVIRONMENT

- The WSU School of the Environment is a joint venture between the College of Agricultural, Human, and Natural Resources Sciences and the College of Arts and Sciences. We are committed to providing solutions to a wide range of environmental problems associated with human impacts on the Earth's natural resources and ecosystems.
- Our main areas of focus are water, sustaining healthy landscapes and communities through global change, and

Earth system dynamics.

- Students can earn a B.S. in Earth Sciences, Environmental and Ecosystem Sciences, or Wildlife Ecology and Conservation Sciences. Graduate program options are an M.S. in Environmental Science, Geology, or Natural Resource Sciences and a Ph.D. in Geology or Environmental and Natural Resource Sciences.
- We maintain close research ties with federal agencies, regional consulting companies, and mining, oil, and environmental companies. Strong partnerships with the Hanford Nuclear Reservation and Pacific Northwest National Laboratory offer additional, unique research opportunities.
- Faculty and students have direct access to world-renowned research facilities, such as the Aquatic Ecology Lab, Astrobiology Lab, Bear Center, GeoAnalytical Lab, and Watershed Biogeochemistry Lab.
- For more information, visit <http://soe.wsu.edu>.

THE DEPARTMENT OF HORTICULTURE

- The Department of Horticulture at WSU applies fully integrated programs in teaching, research, and extension across the state of Washington.
- Our robust research program contributes to advances in agricultural biotechnology; fruit and vegetable management; nursery and greenhouse management; and viticulture and enology.
- Students interested in horticulture-related careers can earn a B.S. in Integrated Plant Sciences or Agricultural and Food Systems; M.S. and Ph.D. programs ranked among the top ten in the nation are offered in Horticulture.
- We maintain and operate the 58-acre Tukey Orchard in Pullman for teaching, research, and sale of surplus harvests. The site also houses an organic farm.
- For more information, visit <http://horticulture.wsu.edu>.

THE SCHOOL OF DESIGN AND CONSTRUCTION

- The WSU School of Design and Construction (SDC) is committed to preparing students for career success and advancing the design and construction industries through research in architecture, construction management, interior design, and landscape architecture.
- Joint administration by the College of Agricultural, Human, and Natural Resource Sciences and College of Engineering and Architecture advances our goal to provide the next generation of professionals with the education and experiences required to address the challenges of both built and natural environments.
- Students can earn bachelor's and master's degrees in Architecture, Interior Design, and Landscape Architecture; an accredited B.S. program in Construction Management is also available.
- Students work with faculty across our four core disciplines in research that supports the Rural Communities Design Initiative, Institute for Sustainable Design, and Integrated Design Experience Studio.
- For more information, visit <http://sdc.wsu.edu>.

THE DEPARTMENT OF ANIMAL SCIENCES

- The Department of Animal Sciences at WSU offers the only four-year animal sciences degree in Washington State.
- Undergraduate and graduate students are the heart of our department, and we are committed to preparing them for success in diverse career paths including veterinary school, agricultural industries or academic positions in the animal sciences. Experimental learning and research rely on extensive use of campus animal facilities.
- Research in Animal Sciences is focused on applied and fundamental research in the areas of sustainable resources for society and sustaining animal and human health through basic health and food for health. These research foci include animal behavior and well-being, environmental sustainability, genomics and genetics, muscle biology, nutrition, reproductive biology and physiology in laboratories that include new state of the art research facilities.
- Students and faculty work collaboratively with the Washington Center for Muscle Biology, Center for Reproductive Biology, Center for Sustaining Agriculture and Natural Resources, Center for the Study of Animal Well-Being, and Center for Environmental Research, Education, and Outreach.
- For more information, visit <http://ansci.wsu.edu>.

THE AGRICULTURAL AND NATURAL RESOURCES EXTENSION PROGRAM UNIT

- The Agriculture and Natural Resources (ANR) Extension Program Unit is one of three program units of WSU Extension within the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS) at Washington

State University.

- The work of the ANR Unit faculty spans a broad range of expertise that includes agronomic and horticultural crops; animal agriculture; water resources; environmental stewardship; forestry; rangeland management; farm management; marketing; apiculture; integrated pest management; pesticide safety; and urban horticulture. In addition, ANR Unit personnel lead interdisciplinary efforts in local food systems and regional food policy, providing increased economic opportunities for farmers and consumers.
- For more information, visit: <http://anr.cw.wsu.edu/>

CAHNRS Profile:

THE COLLEGE OF AGRICULTURAL, HUMAN, AND NATURAL RESOURCE SCIENCES:

The College of Agricultural, Human and Natural Resource Sciences (CAHNRS) at Washington State University is an expansive and diverse college that includes 16 academic units, four research and extension centers distributed across the state, 13 subject matter centers, and one tribal and 39 county extension offices. CAHNRS fosters disciplines that serve at the interface of scientific discovery and its application to the advancement of society and improvement of the human experience. Our mission is to provide global leadership in discovering, accessing, and disseminating knowledge that contributes to producing a safe, abundant food and fiber supply; promotes the well-being of individuals, families, and communities; enhances the sustainability of agricultural and economic systems; and promotes stewardship of natural resources and ecological systems. In all dimensions of our mission, we strive to embody the signature “*World Class. Face to Face.*” motto of Washington State University. CAHNRS personnel embrace the opportunity to fulfill the University’s land-grant mission by making groundbreaking research discoveries, by utilizing innovative approaches to teaching and learning, and by delivering relevant, progressive extension programs that synergistically generate outcomes that enhance the quality of life for the citizens of Washington State, as well as for people around the globe. To learn more about CAHNRS, visit: <http://cahnrs.wsu.edu>.

WSU Profile:

WASHINGTON STATE UNIVERSITY:

Founded in 1890, Washington State University is a comprehensive land-grant university with teaching, research, and extension missions, and one of two research universities in Washington State. WSU is organized into ten academic colleges, the Honors College, and the Graduate School. It has an enrollment of more than 28,000 students located on the main campus in Pullman, WA. WSU ranks among the top 60 public research universities and is a Carnegie I, Doctoral/Research Extensive University. WSU strongly values diversity among its faculty, staff, and students and seeks to ensure a welcoming community for all. To learn more about WSU visit: <http://www.wsu.edu>.

Inclusive EEO Statement:

WASHINGTON STATE UNIVERSITY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EDUCATOR AND EMPLOYER.

Members of ethnic minorities, women, special disabled veterans, veterans of the Vietnam era, recently separated veterans, and other protected veterans, persons of disability and/or persons age 40 and over are encouraged to apply.

WSU is committed to excellence through diversity, has faculty friendly policies including a partner accommodation program, and a NSF ADVANCE Institutional Transformation grant (see <http://www.excelinse.wsu.edu/>.)

WSU employs only U.S. citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

Washington State University is committed to providing access and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation in the application process, contact Human Resource Services: 509-335-4521(v), Washington State TDD Relay Service: Voice Callers: 1-800-833-6384; TDD Callers: 1-800-833-6388, 509-335-1259(f), or hrs@wsu.edu.

CAHNRS Faculty Recruitment

Here is an overview of allowable expenses for search visits, applicant travel and relocation expenses for eligible new or transferring employees for the College of Agricultural, Human, and Natural Resource Sciences (CAHNRS). Some relocation expenses are taxable to the employee and some are not. Federal law requires that employees pay taxes on certain relocation expenses and the University is required to report all relocation expenses (taxable and nontaxable) on the employees' W-2 forms.

Search Visits/Applicant Travel:

Section 6:

Allowable Search Visits, Applicant Travel and Relocation Expenses

State funds may be used to pay for candidate travel expenses for the following positions:

- Faculty – Above the rank of Instructor
- Administrative Professional – Must have supervisory duties

Applicant's Spouse - The spouse's travel expenses may be authorized from discretionary funds (17A) for applicants in Faculty or Administrative Professional positions.

Meal Expenses - A state account may be used to pay for meal expenses for the candidate, the candidate's spouse, and interviewers at the prevailing meal rate for the location.

Other reimbursable expenses include costs incurred in travel, such as taxis, shuttles, buses, rental vehicles, airport parking, or transportation to and from the airport.

The responsible administrative officer has the option of authorizing all, none, or part of the allowable travel expenses.

Taxable and Nontaxable Relocation Expenses:

The table below identifies taxable and nontaxable relocation expenses that may be paid or reimbursed from University accounts.

Expense Category	Taxable Relocation Expenses (BPPM 70.62) *Most taxable relocation expenses are to be paid from 17A (discretionary) accounts only. The only relocation expenses that may also be supported by state funds are noted below. **Taxable reimbursements to the employee can only be processed through Payroll Services on the employee's first paycheck.	Nontaxable Relocation Expenses (BPPM 70.61)
Meals	All meal expenses incurred while moving from the old residence to the new residence. Meal expenses incurred after arrival.	

Travel	House hunting trips prior to move: Travel expenses, e.g., transportation including airfare, auto rental, mileage, meals, and lodging for the new hire.	Travel for the new hire including transportation and lodging incurred during the move to the new home, including the day of arrival. Lodging expenses for one night in the area of the former home if the furniture has been moved. Parking fees and tolls.
Mileage	Standard mileage for that portion of mileage costs that exceed \$0.23 per mile for up to two vehicles.	Standard mileage on personal use of motor vehicles at \$0.23 per mile for up to two vehicles.
Shipping Costs		Costs of shipping household goods and personal effects (including personal vehicle) reimbursed to the employee or paid directly by the University. Packing, crating, and transporting goods.
Transit Insurance		Cost of transit insurance.
Mobile Home Moves		Cost of moving a mobile home.
Professional Equipment		Cost of moving professional equipment/books which are not part of the employee's personal household goods.
Temporary Residence	Costs for maintaining a temporary residence in the area of the new job. Includes lodging at the new location except for the first night.	
Storage	Storage charges accruing after 30 days of storage except for those incurred in-transit and for foreign moves.	Storage charges for 30 days or less, in-transit storage, and for foreign moves.
Relocation Allowance	Relocation allowance provided in addition to or in lieu of expenses related to the relocation of household goods.	

*The following taxable relocation expenses may be supported by state funds in addition to discretionary accounts:

- o Costs for storage between 30 and 60 days,
- o Meals, and
- o Relocation allowances that do not exceed the total of the applicable maximum daily lodging rates for one person.

All taxable expense reimbursements are routed to Payroll Services for processing and will be payable on the employee's first paycheck.

Resources:

[BPPM 95.14.1 Applicant Travel](#): Travel expenses for prospective employees.

[BPPM 70.60 Relocation Expense Overview](#): Travel Services processes travel expenses related to a relocation, e.g., transportation, meals, lodging.

[BPPM 70.61 Employee Household Moves](#): Purchasing Services processes moves of household goods.

[BPPM 70.62 Taxable Relocation Expenses](#): Payroll Services manages tax issues regarding reimbursement for relocation expenses.