

# Academic Affairs

## *Visit and Interview Policy*

Academic Affairs Policy

### Travel Arrangements

#### Personal

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If a candidate makes his/her own reservations, the cost must first be approved by Academic Affairs and the non-employee travel form must be signed by the department chairman.

#### Airfare

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New Mexico Tech purchases should be charged at **Paradise Travel** (505-835-2929) in Socorro. Airfares must be communicated for **approval** from Academic Affairs **before** purchase or confirmation. After approval, a *Non-Employee Travel Form* (please see format on Page 3) **should be faxed to the candidate for traveler statement completion** and then submitted, with the travel agency as payee, as soon as the tickets are confirmed. **If the candidate is not an American citizen a copy of the work authorization or VISA and passport must be attached to all non-employee travel forms.** A copy of the policy should be attached to the request.

#### Tips

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Travel should be scheduled using the **lowest coach airfare** with a minimum 14-day advance to achieve the lowest airfare. Please check various itineraries to make sure you are getting the lowest price. Sometimes by changing the day of the week of travel, a lower airfare may be obtained.

#### Hotel/Motel

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Motel reservations can be made at local motels and billed to the department or reimbursed to the candidate. When possible, please schedule reservations at the NRAO guesthouse (x7000). Only room charges are covered (no long distance calls). Charges must be submitted on a non-employee travel form with all portions completed.

#### Additional Expenses

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Other travel expenses can also be submitted for reimbursement on a non-employee travel form. A separate non-employee travel form must be submitted for each payee (motel, candidate, etc.) Long distance phone calls are not covered. Car rentals are to be for compact/subcompact cars only and are limited to 3 days for reimbursement. Car rentals must have prior approval by Academic Affairs.

#### Meals

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Meals covered during the candidate's visit must be reasonable. **Group meal reimbursements with candidates will not normally be made for meals over \$75.** They can be reimbursed using a petty cash form accompanied by an entertainment form (61X). Remember, alcohol charges are unallowable and will NOT be reimbursed.

## Mileage

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Reimbursement will be made for mileage to pick up and return the candidate.

## Interview Process

1. Interviews should be scheduled at least **one week in advance** with the following individuals:
  - President (not always available)
  - Vice President or Associate Vice President of Academic Affairs
  - Vice President or Associate Vice President of Research and Economic Development
  - Director of Human Resources
  - Students – undergraduate and graduate. A good idea is to schedule a pizza meeting at noon for the students.
  - Search Committee
  - Department Faculty

These interviews should be 45 minutes in length for administrators.

2. A seminar should be scheduled and a room arranged in which to hold it. A notice also should be published in SCOPE, a twice-weekly calendar of events at New Mexico Tech, published on Mondays and Thursdays by the Office for Advancement. You can email SCOPE at [scope@nmt.edu](mailto:scope@nmt.edu); send your type-written notice in campus mail to SCOPE; or fax (505) 835-5825. You may wish to send notices to other departments and individuals on campus who may be interested in the candidate's research topic.
3. A copy of the candidate's resume and interview schedule should be sent to all those interviewing the candidate at least **one day prior** to the interview.