**URM/Female Seminar Speaker Reimbursement Procedure**

Purpose: The College of Engineering strongly supports the recruitment of faculty who contribute to the intellectual diversity of the institution. In an effort to increase exposure to a more diverse pool of faculty candidates, the Office of the Associate Dean for Academic Affairs, will provide financial support to departments that bring female and underrepresented minority faculty to campus for seminars. These speakers, if qualified and attractive to the department, may then be considered as “targets of opportunity” for future faculty hires. Requests for funding for these visits will be considered through the process detailed below.

Process:

1. The department/unit determines that a female/URM candidate will visit campus for presenting a seminar or similar purpose.
2. Preliminary arrangements are made and estimates of costs are gathered.
3. The unit administrator submits the estimated costs of travel along with the seminar outline and CV of the candidate to the ADAA office (jmpiper@umich.edu).
4. Costs are reviewed and the unit is notified of a decision.
5. Final costs are submitted to the ADAA office after the seminar with the account information for transfer.
6. Funds are transferred upon final approval.