

Office of the Provost

Faculty & Staff Recruitment Travel Request

This form is to be used for full-time faculty or full-time APC staff who wish to undertake travel for undergraduate and/or graduate student recruitment purposes, and whose job descriptions do not include travel for recruitment purposes.

In most cases, it is expected that faculty and staff will leverage travel plans for other purposes (academic conferences, research collaboration visits, etc.) and seek support for only the incremental cost of adding recruitment activities onto those travel plans.

Dedicated recruitment travel will be considered, however applicants should note that there is an expectation that recruitment travel must yield significant return (realized one-year revenue >10x travel cost, minimum).

For each approved recruitment travel request, Enrolment Services will generate a unique application waiver code for the traveller(s) to offer to prospective students. Waiver codes will be used to track applications, admissions, deposits, and enrolments associated with each approved travel.

While Enrolment Services and FGSR are happy to be consulted on travel plans, it is the responsibility of the applicants to arrange and coordinate travel schedules and recruitment activities, including follow-up activities and actions.

As noted on pages 9 and 10 of this application, post-travel activities are required for each approved travel. These include recruitment follow-up activities with prospects, and outcome reporting.

Lead time is required to appropriately support travellers. Travellers should aim to submit the fully completed version of this Faculty & Staff Recruitment Travel Request form to the Provost's Office a minimum of 3 months prior to the date of travel.

Email completed applications to: provost@smu.ca

Please complete form using Adobe Acrobat to preserve field inputs for other contributors.

Basic Trip Information

Name(s) of Traveller(s):	
Travel Location(s):	
Travel dates:	
Target program(s) for recruitment:	

Will the proposed travel impact the ability of those travelling to undertake their regular job duties?

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Schedule of Recruitment Activities

Provide a detailed schedule of the recruitment activities that will be undertaken during the trip (chronological listing with dates, locations, events, and audiences):

Post-trip Follow-up Plan

Each recruiting trip is required to have a follow-up plan to realize maximum benefit from the recruitment travel. A follow-up plan may include email correspondences, individual online meetings, online information sessions, etc. Please describe the follow-up plan that you will activate on your return, with target dates and actions to be undertaken.

Rationale for Expectation of Success

Provide justification for why the combination of travel location(s), travel dates, and target program(s) is likely to yield successful recruitment results:

Provide justification for why you and any fellow travellers are particularly suited to produce successful recruitment results in the proposed trip:

Budget

Provide a detailed budget for the funding that you are requesting. Reimbursement following travel will be limited to the approved travel amount. Provide costs in CAD.

Cost (CAD)	Item description
	TOTAL

Enrolment Services Feedback

Send form to lauren.cullen@smu.ca for completion of this section.

Are the proposed travel location(s) and dates reasonable for achieving successful recruitment results?

Are there Recruitment Agents in our network local to the destinations that the traveller(s) should connect with and, if possible, visit?

Please provide any additional feedback:

Alumni Office Feedback

Send form to alumni@smu.ca for completion of this section.

Are there contactable alumni at the travel location(s) that may be beneficial for the traveller(s) to connect with and, if possible, visit?

Dean of FGSR Feedback

For completion only if travel involves graduate student recruitment. Send form to dean.fgsr@smu.ca for completion of this section.

FGSR comments on proposed recruitment travel:

Submitter Acknowledgement

I understand that demonstratable results are expected from the proposed recruitment travel.

I understand that I am expected to engage in follow-up with prospects from the recruitment travel on my return to Saint Mary's.

I agree to provide reports to the Provost on the outcomes of the recruitment travel at the following post-travel timepoints:

Required Post-travel reports	Report due date to Provost (traveller(s): insert dates relative to travel return date)
1 month	
3 months	
6 months	
9 months	

I understand that I am required to follow all university policies in relation to the proposed recruitment travel. If the travel is approved, advances and reimbursements will be requested using the appropriate university forms.

By signing below, I acknowledge that I have read, understand, and agree to the above.

Name:	
Date:	
Signature:	

Dean's Endorsement*

**Dean of Arts, SSB, or Science to complete this section. For non-academic staff applicants, section to be completed by the supervising AVP or Director.*

Given both the trip details and those travelling, in my opinion the proposed recruitment trip is likely to yield successful results.

I am supportive of the proposed recruitment travel.

Name:	
Date:	
Signature:	

Provost's Approval

Comments if rejected:	
Signature if approved:	