

Faculty Recruiting - Guidelines for the On-campus Interview

The on-campus interview is a critical part of the search process and should be used as a tool to evaluate candidate qualifications. It is also an opportunity for the candidate to learn about our campus and community. Each candidate must be given the same opportunities for meetings, presentations, etc. during their visit to campus. (This includes any internal candidates for the position.) Candidates should be provided with transportation between campus and their hotel, as well as escort around campus between meetings.

Departments should schedule times for each candidate to participate in the following activities:

- Meet with the Provost (or the Provost's designee, generally the AVP for Faculty Affairs)
- Meet with the Dean of the College
- Interview with the Search Committee (this is a required, separate meeting with Search Committee members only, using a standard set of interview questions.)
- Conduct a classroom presentation (for student feedback)

Other activities may also be scheduled. Some suggested activities are:

- Conduct a research presentation
- Meet with individual faculty members
- Meals with faculty
- Tour of campus (can be arranged through Office of Admissions)
- Appointment with a realtor
- Pick up benefits packet from Human Resources. (For benefits packet only, no appointment is necessary. If the candidate wishes to meet with the Benefits Administrator, please schedule an appointment in advance, x 5171.)

Each candidate's on-campus schedule and CV should be provided to Academic Personnel Services (SH 208) at least one day prior to their on-campus visit.