Faculty Candidate Interview Scheduling Guidelines

Updated 10/09/2017

Overview
The faculty candidate interview scheduling process is used to standardize the procedures through both departments and ensure each candidate is treated the same through the interview process.

Process

☐ Faculty Search Committee will identify dates that they are available to bring in faculty candidate(s).

☐ Administrative Services Assistant will check with the Dean’s assistant to determine which of those dates the Dean is available to meet with a faculty candidate.

☐ Email the faculty candidate(s) and determine which of the available dates will work with their schedules.
   a. Also, ask them:
      i. Airline preference/flight preference
      ii. Times identified for arrival/departure
      iii. Airport preference
      iv. Date of birth
      v. Cell phone number
      vi. Dietary restrictions

☐ Send an email & doodle poll requesting availability from:
   a. The search committee
   b. Dean of the College of Health Sciences (Contact: Meredith Houlihan)
   c. Associate Dean for Academic and Faculty Affairs (Contact: Melissa Miller)
   d. Associate Dean for Research
   e. Department Chair
   f. Division Director
   g. All faculty associated with the given program
   h. Optional: undergraduate students, master students, doctoral students of the given program
   i. Optional: tours of labs and other facilities pertinent to the job assignment
   j. NOTE: make sure to ask the faculty candidate if there is anyone that would like to meet with outside of the list above.
   k. Optional (but helpful): include a short bio (one paragraph) summarizing the candidates CV when sending out this email.

Once dates have been sent:
Communicate to the business office of dates the candidate(s) will be on campus for the interview. This gives the business office time to set internal timelines.

☐ a. Order forms:
   i. Hotel reservations
   ii. Flight itinerary
   iii. Food request orders (breakfasts, lunches, and/or dinners) – PRDs
   iv. Travel Reimbursement Form (end of visit)
      1. Note: Alcohol must be paid using a discretionary account; max of 2 drinks per person
2. Attendees: usually the search committee members (3 max) and the faculty candidate
   a. If more than one faculty candidate, these individuals can be rotated so that all committee members get to meet with the candidate in a more informal setting.
3. All receipts MUST be tax exempt and itemized.
4. W4 must be signed by the candidate to be reimbursed.

b. Room reservations:
   i. Conference rooms; CTW 119, 205A, and/or 214B are often used for group interviews
   ii. ITV rooms (contact Kevin Cornelison or James Wireman); CTW 216 or 219 are often used for presentations when the presentation needs to be recorded and/or if a distance learning site would like to view the presentation (i.e. Hazard, Morehead, etc.)
   iii. If ITV not available, contact Angel Schumacher for a classroom in CTW.

c. Arrange the faculty candidates itinerary based on the email/doodle poll that you sent to pertinent faculty.
   i. Make sure to send calendar holds/invites as soon as possible. If it has been over a week since the doodle poll was sent, you might want to still check with individual faculty and/or their assistants to make sure that a certain timeframe still works for the faculty.
   ii. NOTE: most faculty will just meet with candidates in their office, unless there is a group interview, and then reserving a conference room would be appropriate.

Once itinerary has been finalized:

a. Send a copy of the itinerary to the faculty candidate along with:
   i. Hotel confirmation
   ii. Finalized flight itinerary
   iii. Directions to the College of Health Sciences and/or a parking structure (if driving)

b. Send a copy of the itinerary to all faculty that will be involved with interviewing (and their assistants), along with:
   i. Faculty candidate’s CV
   ii. Faculty candidate’s feedback form (find out ahead of time from the search committee which format/variation they would like to us)
   iii. “Do’s, Don’ts and Whys of the Interview Questions” document from HR

Create presentation flyer using the most up to date branding/logo template.
   a. Have the Director of Communications (i.e. Melanie Sparks) email the presentation flyer to the entire college via the college listserv.
   b. Also add candidate’s presentation date, time, and reserved room to the calendars of all faculty listed on the itinerary.

During the candidate’s visit:
a. Arrange with faculty ahead of time who will be escorting the candidate to their meetings; AA’s might be expected to do this.

b. Make sure to have the PRD’s (you should get these from the Business Office) filled out and ready to be given to food vendors, or to those faculty members having dinner with the candidate.

c. Have some chilled water bottles on hand for the candidate and/or assessable coffee.

d. Have a Power Point wireless USB presenter remote control available for the faculty’s presentation (the IT Office can loan this out on a first come, first serve basis).