**Faculty Position Title and Candidate Name**:

**If Candidate is from out of town, arrange for Candidate to be taken from the airport to their hotel the evening before the interview and transported from their hotel to campus the following morning.**

**Interview Date (include weekday and date)**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Start Time** | **to** | **End Time** | **Meeting & Participants[[1]](#footnote-1)** | **Location** |
| 8:00 | to | 8:30 AM | Candidate arrives on Campus and Welcome |  |
|  |  |  |  |  |
| 8:30 | to | 9:00 AM | Meets with Dean |  |
|  |  |  |  |  |
| 9:00 | to | 9:40 AM | Meets with Search Committee |  |
|  |  |  |  |  |
| 9:45 | to | 10:45 AM | Meets with Academic Leadership of School/College/Library |  |
|  |  |  |  |  |
| 10:45  | to | 11:10 AM | Break |  |
|  |  |  |  |  |
| 11:10 | to | 11:55 AM | Research Presentation |  |
|  |  |  |  |  |
| 12:00 | to | 1:00 PM | Lunch with Search Committee and other available faculty members  |  |
|  |  |  |  |  |
| 1:10 | to | 1:55 PM | Meet with Faculty |  |
|  |  |  |  |  |
| 2:00 | to | 3:15 PM | Class Presentation |  |
|  |  |  |  |  |
| 3:20 | to | 3:50 PM | Meet with Provost Zarkowski |  |
|  |  |  |  |  |
| 4:00 | to | 5:00 PM | Meet with Dean |   |
|  |  |  |  |  |
| 5:00 |  |  | Salutations. Candidate is transported back to airport, if applicable. |  |

1. Where convenient, list participants’ titles and names. For example, Provost and Vice President for Academic Affairs - Pamela Zarkowski; Dean of the School of Architecture & Community Development - Dan Pitera; President of the McNichols Faculty Assembly - Mary-Catherine Harrison; Professor and Chair of the Department of Chemistry and Biochemistry - Matthew Mio. [↑](#footnote-ref-1)