

Searches for Full-time, Temporary Faculty Campus Interviews

2012-13

FAQ

What does the Provost's Office pay for?

The Provost's Office will pay for transportation, lodging, and per diem meals (excluding lunches) for **three** campus interviews. Some departments choose to fund additional interviews themselves.

The Provost's Office will reimburse candidates for meals, but it **will not** reimburse members of search committees for meals with candidates.

Will the Provost's Office pay for candidate travel from other countries?

Yes.

How are candidate lodging and meetings scheduled?

A member of the search committee should be responsible for making arrangements for local lodging, reserving rooms for presentations/colloquia, and scheduling meals and meetings. Please arrange for candidate lodging at the **Big Tree Inn** unless no room is available.

How are candidate expenses handled?

- Inform interview candidates that they will be responsible for paying their own expenses and that they will be reimbursed.
- **Airline tickets:** are purchased by the candidate.
- **Meals:** Candidate pays and saves all receipts. Lunches are not reimbursed (state regulation), but it is a good practice for departments to pay for these out of their Foundation accounts. An alternative method is to claim the per diem amount, which often covers all 3 meals. If claiming per diem you must include a lodging receipt.
- **Lodging:** The Big Tree will bill the Provost's Office directly. Most local motels and B&B's will bill the department, making it unnecessary for candidates to pay for lodging in advance. In this case, submit the bill to the Provost's Office along with other candidate expenses.
- At the conclusion of each candidate's visit:
 1. Collect all receipts from the candidate.
 2. Complete a travel requisition
 3. Have the candidate sign a Travel Voucher (note: **social security numbers are no longer required**)
 4. If the candidate drove his/her own vehicle, have the candidate sign a Statement of Automobile Travel.
 5. Send signed paperwork to the Provost's Office for account number and signatures
 6. Please include a copy of the candidate's interview itinerary with the travel paperwork

What is included in the interview Itinerary?

Have a printed campus visit itinerary completed before the candidate arrives so that interested parties will be able to attend colloquia or other events. Forward a copy of the itinerary to the Provost's Office prior to the interview with the Associate Provost. Include:

- Interview with the entire search committee (using a standard set of questions)
- Opportunity to engage with students (if possible)
- Meeting with the Greet the Candidate group
- 30-minute meeting with the Associate Provost
- 30-minute meeting with the Provost (if possible)

How should we ensure that Affirmative Action guidelines are followed?

The search committee is responsible for educating anyone involved in the search process about illegal questions. If there are any students or social functions that include spouses, friends, or domestic partners, the same responsibility applies to educating them about illegal questions.

What are the final steps for making an offer to a candidate?

1. Complete the **Final Candidates List** (in the Online Employment System). Provide a non-ranked list of ACCEPTABLE candidates.
2. **Discuss with the Provost.** Following approval of the Final Candidates List, the department chair should discuss the final ranking of candidates with the Provost. The Chair should be prepared to discuss the strengths of each candidate and the reasons why any interviewed candidates were judged to be unacceptable.
3. Complete the **Recruitment Profile** (in the Online Employment System). Provide a rationale for the selection or non-selection of all candidates interviewed, and provide an explanation if any candidates were considered unacceptable. Fill out all relevant sections of the Recruitment Profile, including questions related to Affirmative Action candidates. Failure to do this will delay your approval to contact the recommended candidate.
4. Contact Top Candidate. After the selection is approved by the Provost and the Recruitment Profile has been approved, the department chair should call the preferred candidate and inform her/him of the department's recommendation. This is not an offer, because **only the president can offer employment or a specific salary to a candidate**.
5. Contact Other Candidates. **After** a candidate has formally accepted an offer from the president, the department chair should call the other interviewed candidate(s) and notify them that the position has been filled. Other candidates can be notified by mail.