Guidelines for Faculty Finalist Academic Affairs Interview

Scheduling: Please call Kelly Ross (3507) for scheduling visits with Dr. Beasley in the Office of Academic Affairs. Please call as far in advance as possible. No drop-ins, please.

- Plan on a 30-minute block of time when it’s best for your finalist’s itinerary. It’s important the finalist be in the Office of Academic Affairs on time. Dr. Beasley (or Dr. LaGrow) will meet with the finalist.
- Please send a copy of the finalist’s itinerary to the Office of Academic Affairs prior to the appointment time.
- Escort the finalist to the office of Academic Affairs (ADM 228) for his/her interview. Please wait in the reception area to escort him/her to the next appointment.

Who Covers What: By doing what’s outlined below, our finalists will get a common baseline of information and materials and we will know, mutually, in advance, who's covering what.

Chairs
- Ensure the following information is discussed with the finalist. There may be additional departmental information that can be shared:
  - Describe programs in the department and faculty associated with those programs.
  - Discuss student departmental activities.
  - Share aspects of strategic plan and possibly assessment/evaluation.
  - Express departmental technology and creative/scholarly expectations.
  - Tour classrooms, laboratories, and program facilities.
  - Provide forms for travel reimbursement.

Deans
- Discuss with the finalist what his/her salary will be, from CUPA data, if hired. (Note: Do not have them execute the Academic Credentials Summary form while they are on campus for an interview. That form is part of the hiring packet and will be used only if he/she is the candidate of choice.)
- Coordinate special needs requests with candidate.
- Ensure he/she understands there is no relocation/moving allowance.
- Explain the process and associated time lines that occur between recommendation for hiring and contract, e.g. President’s approval, Letter of Intent from Provost/VP for Academic Affairs, Board approval.
- Explain whether position is tenure track. (Temporary positions and Lecturer positions are not tenure track.)

Academic Affairs
- Cover academic mission/vision, educational philosophy, overview of transformative learning and background information.
- Cover major current areas of university effort and emphasis.
- Provide statement of benefits.
- Answer any remaining questions the finalist may have.

Questions: Contact Kelly Ross at Ext. 3507 or via e-mail at kross16@uco.edu if you have questions. Thanks in advance for partnering in the above manner.