Guidelines for Faculty Finalist Academic Affairs Interview

Scheduling: Please call Linda Sharp (3508) for scheduling visits with Dr. Charlotte Simmons 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. Please call Linda Sharp if there is a delay or a change in your arrival time.
- 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 escort him/her to their next appointment.

Interview Objective: Share detailed information about the UCO Academy and Community in order to recruit the best person for the position.

Chairs
- Ensure the following information is discussed with the finalist along with departmental information.
  - 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
- Explain the hiring process and associated time line for the hire. (The process between the search committee to recommendation to hire letter sent to Academic Affairs).
  - Recommendation letter sent by Committee to the Chair,
  - Chair recommendation letter attached to the hiring packet and sent on to the Dean.
  - Dean’s recommendation letter attached to the hiring packet,
  - Complete hiring packet is sent on to Academic Affairs.
  - Academic Affairs receives the hiring packet and creates a Letter of Intent that will be sent to the faculty candidate.
  - All faculty hires are submitted to the Board for approval.
- Explain the rank and status of the position (TT, NTT, Temp, Instructor or Asst). (Temporary positions and Lecturer positions are not tenure track. If hire is not continued, UCO benefits end June 30.)
- Discuss expectations of faculty in the college.
- Discuss strategic goals of the college.
- Remind candidate that official degree completion documents are required by August 5 of the fall semester. If degree is not completed, a rank change will take place in the spring semester.
- Discuss the CUPA salary with the finalist. (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.)
- Dean is point of contact for candidates.

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.

Additional Information: UCO sponsors H1B and PERM applications for International hires. Their contact for this process is the Office of Legal Services, X3377.

Questions: Contact Linda Sharp at Ext. 3508 or via e-mail at lsharp@uco.edu if you have questions. Thanks in advance for partnering in the above manner.

July 30, 2015