

## **5. INTERVIEWS**

1. General Guidelines
2. Interviewing Courtesy

## GENERAL GUIDELINES: INTERVIEWS

Article 12.7 (A) of the Collective Bargaining Agreement reads:

A Search Committee shall be formed as follows: Bargaining unit faculty in the Department shall determine the number of those who will serve on the Search Committee, define its mode of operation, and elect its members. The members shall select the Chair of the Search Committee. Membership on the Search Committee shall be open, but not restricted, to all faculty in the bargaining unit. The Search Committee, with the cooperation of the Chairperson, will compose the job description pertinent to filling the position, and have it reviewed by the Office of Affirmative Action. All dossiers received subsequent to the public announcement of the position and before any announced closing date shall be reviewed by both the Search Committee and the Chairperson, and the Search Committee shall recommend candidates to the Department. The Department and the Chairperson shall reach agreement on which candidates to interview.

In most searches, authorization for interviews will be given for the three top ranked candidates for tenure-track positions and for the two top ranked candidates for visiting-term positions. Local candidates must be ranked within the top three (two) in order to be interviewed; i.e., geography is not a relevant variable in the process. Prior approval of the Affirmative Action Office and the Dean's Office must be secured before inviting any candidate for an on-campus interview. Please provide the Dean's Office with copies of the *curricula vitae* and letters of reference of each of the preferred candidates (in rank order), as well as a copy of the signed Affirmative Action Form (Part A: "Preliminary Review") before contacting any of the candidates. An invitation given to visit the campus without prior approval of the Affirmative Action Office or the Dean will result in an uncomfortable telephone call by either the Department Chair or the Chair of the Search Committee rescinding the invitation. The first round of candidates interviewed on campus must be dealt with – either found "not acceptable" or not accepting an eventual offer – before requesting authorization to interview any additional candidate(s) for the position.

Candidates for a faculty position are expected to have credentials appropriate to the rank as advertised. For example, if a Department has advertised for an Assistant Professor, it cannot consider candidates for an appointment above or below that rank. If the position is listed at the Assistant level, one of the minimum criteria must be the possession of the relevant terminal degree (usually the Ph.D.) by the beginning of the contract period. You must ascertain the planned date of a Ph.D. defense of ABD candidates (or the planned date of the relevant terminal degree defense): if it is after the contract begin date, this individual does not meet minimum criteria and cannot be invited for an interview.

At the time of inviting candidates to campus, please discuss with them the Provost – CLASS funded "Start-Up and Recruitment Program (see Section 6.14 below). In order to use this program as a recruiting tool, it is suggested that the candidates provide prior to the interview the required information (failing this, the candidate should be advised to provide such information as soon as possible). Once the preferred candidate is identified, the Dean's Office will then be able to determine the amount of funds available for this

particular hire. Since the specifics of this award need to be discussed in the Letter of Intent, it should be obvious that the Letter will not be approved until this particular phase of the hiring process is complete.

All candidates for faculty positions, including visiting and term appointments, from instructor to full professor, should meet with an Associate Dean. Please call Leon Hurwitz (if unavailable, call Jody Milkie or Kim Snell) at x.3660 to arrange a time (60 minutes for a tenure-track position; 45-60 minutes for visiting/term appointments). The *curricula vitae* and reference letters would have already been provided prior to authorizing the interview.

In addition to meeting with an Associate Dean, the Provost's Office may wish to meet with candidates for the rank of Associate or Full Professor. Please make any arrangements for appointments directly with the Provost's Office, and also provide them with a *curriculum vitae*, letters of reference, and the itinerary. On some occasions, the President likes to interview candidates for Full Professor, even those already interviewed by the Provost. Please check with the President's office when making up the itinerary/interview schedule.

Please consider having candidates meet with faculty from cognate disciplines. This can be helpful to all parties and give you valuable information about how the person will fit into programs in your Department-School which cross disciplinary lines. Meetings with students and/or a guest classroom lecture have also proven very useful in the past.

If there is time, please have the candidate talk with someone in the Department of Human Resources Development about the fringe benefit packages available. If time is short, ask Human Resources for their packet of information on fringe benefits to be given to each candidate during his or her interview.

## **INTERVIEWING COURTESY**

Once the approvals by Affirmative Action and the Dean's Office are given to invite the finalists for on-campus interviews, you need to schedule a meeting with an Associate Dean (usually Bill Morgan; Teresa Lagrange is the back-up) for about 45 minutes (for term and visiting positions) or 60 minutes (tenure-track faculty). Unfortunately, there were several instances during searches in the past (the situation has improved somewhat) that evidenced a lack of courtesy, consideration and cooperation on the part of the Department Chair and/or the Chair of the Search Committee regarding these meetings. The following describes some of these instances; please do your best to avoid similar occurrences this year:

1. Candidates were brought to the associate dean's office long past the scheduled time without any telephone message that the schedule was running late.

3. Candidates were brought to the associate dean's office long before the scheduled time and the faculty chairperson was upset that the candidate had to wait because no one was immediately available.

3. Candidates were brought to the associate dean's office on the wrong day (but at the right time) or on the right day (but at the wrong time) or on the wrong day and wrong time. Again, the candidates' faculty chairperson was upset that no one was immediately available.

4. A candidate was brought to the associate dean's office 20 minutes after the appointed time (without a telephone call informing me of the delay) for the 60 minute conversation. After 20 minutes, the faculty chairperson banged on the closed office door and demanded (not *asked*) that the interview be finished then because "it was getting close to lunch time."

5. A Search Committee Chair wanted "expedited" service from the associate dean for the interview (e.g., only 15 minutes rather than the full 60 minutes) and that this Search Committee Chair Committee would be waiting in our outer office for the associate dean to end the perfunctory charade.

6. A candidate did not appear at the appointed time and later that day we called the Department Chair / Search Committee Chair to see what went wrong. The response was that the candidate withdrew from consideration several days before and thus would not be here for the campus interviews. It did not occur to either the Department Chair or the Search Committee Chair to inform the dean's office of the cancellation.

7. A Search Committee Chair inquired as to the associate dean's meeting availability approximately 10 days – two weeks before the anticipated campus visits; There was no confirmation of the selected time until the Search Committee Chair arrived at the associate dean's office (12 days later) with a candidate.