

Sample On-Campus Interview Itinerary

Campus Visit- Day 1

1. Search Chair meets candidate at airport and drives candidate to hotel
 - 3:00pm – 4:45 pm
2. Tour of campus/department
 - 5:00pm – 6:15 pm
3. Dinner with committee members
 - 6:00pm – 8:00 pm
4. Search chair returns candidate to hotel

Campus Visit- Day 2

1. Search Chair picks up candidate from hotel and brings to campus
2. Candidate meets with Faculty Association President (Magda Chalikia)*
 - 8:30am-9:00am
3. Candidate meets with Interim Vice President for Academic Affairs (Marsha Weber)*
 - 9:15am-9:45am
4. Meet & Greet for students/faculty with candidate
 - 10:00am-10:45am
5. Candidate meets with Dean*
 - 11:00am– 11:45 a.m.
6. Lunch with candidate and committee members
 - MSUM Dragon Café from 12:00 – 1:00 p.m.
7. Candidate preps for Teaching Demo
 - 2:15 – 3:00 p.m.
8. Teaching Demo
 - 3:00 – 3:45 p.m.
9. Search Chair brings candidate to airport

The items listed above are just a sample outline of an on campus interview itinerary for faculty candidates. Times and lengths of meetings are simply listed as a template and do not need to be completed in any particular order.

Additional meetings specific to your department and/or to the position being searched should be incorporated.

***Please note, items marked with an asterisk are required**

***Search Committee Interviews will be conducted prior to the candidate's campus visit via Skype/Adobe Connect**