

DEPARTMENT/IA INTERVIEW REPORT

It is the responsibility of the person who arranged the interview to ensure that this report is completed and sent to the Fellows Committee (via mail or email to David Burrows). In addition to other feedback from faculty and students, this report will help the Committee to determine which candidates ought to be offered a Fellows position.

1. *List and briefly describe the specific classes that will be taught by the Fellow for Year 1 (3 courses) and Year 2 (4 courses).* Will any courses be cross-listed in other departments/IA's? Please specify. Classes should be distributed across all 3 terms if possible; Fellows ought to teach in the Fall of their first year). **NOTE:** the actual teaching assignment is made by the relevant department or program chair, in consultation with the Fellow. Generally, Fellows ought to have the opportunity to teach at least one lower-level or introductory course and an interdisciplinary course (e.g., Freshman Studies) during their 2 years. Normally this should occur **AFTER** some experience teaching at Lawrence (e.g., no earlier than Winter Term of Year 1 for a lower-level course; Year 2 for something like Freshman Studies, unless the Fellow is especially qualified).

2. *Specifically state how the presence of this Fellow will alter the teaching assignments of existing faculty.* What courses that otherwise would not be offered will be added as a result of the Fellow's presence? Will faculty members and the Fellow co-teach any courses?

3. *What specific research projects or tutorial topics is the candidate likely to offer students?* Please describe.

4. *Detail both the strengths AND challenges that were most apparent during the interview.* We want a realistic assessment of both strengths and weaknesses/potential problems.

5. *We are particularly interested in observations about candidates' teaching ability.* What did you learn about this during the interview and talk? Please give specifics to justify your answer. **NOTE:** the Committee expects *student feedback* as well (either on this form or sent separately). Lack of significant student feedback will severely reduce your chances of securing a Fellow.

6. **Highlight any significant changes to the answers given in the original recommendation submitted by the department/IA or any new information gleaned during the interview that you deem to be particularly important.**

7. **Have you consulted with relevant IAs/departments about how this candidate might enhance their programs?** (Connections across departments/IAs (e.g., cross-listings of courses) are not a requirement, but are considered to be a plus.)

8. **What office will the Fellow use?** If applicable, what specific spaces will serve the Fellow's *laboratory or studio needs*? We expect you to have consulted with Building Coordinators on these issues. Are there *any other resources* the Fellow requires for professional activities? Can you ensure that your Department/IA will be able to provide all necessary resources? It is the Department/IA's responsibility to secure offices and other resources.

Send or Email completed form to David Burrows (see Hiring Timeline for due date)