

ON-CAMPUS INTERVIEW GUIDELINES

One person from the department recommending the Fellows candidate will be in charge of arranging and overseeing the on-campus interview – including scheduling meetings with the candidate, arranging housing (typically at one of the LU guest houses), making sure that the candidate is met at/transported to and from the airport and escorted to meetings, arranging meals, etc. It should be made clear to the candidate that this individual is his or her primary contact person. ***Inform David Burrows ASAP who will be in charge of arranging the interview. All interviews MUST BE COMPLETED BY APRIL 15th (end of second week of Spring Term)..***

GUIDELINES AND ADVICE FOR THE PERSON ARRANGING INTERVIEWS

The person organizing the interview, in consultation with the department and interested IAs, must determine with whom meetings will be scheduled and the length of those meetings. Because we are striving for only 1 (full) day of interviewing, it may not be possible for all members of a department or IA to meet with the candidate. We strongly encourage group meetings (e.g., joint meetings with several members of the department) rather than individual meetings wherever possible to enable more faculty to meet with the candidate. Additionally, dinner meetings at one of the private dining rooms at Downer can be used to increase the number of people interacting with a candidate.

REQUIREMENTS FOR THE ON-CAMPUS INTERVIEW

All candidates must meet with:

- Two members of the Fellows Committee (David Burrows will specify whom), preferably in a joint meeting for 30 minutes
- David Burrows for 30 minutes
- President Beck, if she is in town; length of time of these interviews to be determined
- 1-2 current Fellows (preferably over lunch – David Burrows can help to arrange this)

Talk:

All candidates must give an approximately 30-45 minute talk with 15 minutes reserved for questions. Candidates ought to be told that: 1) they will be presenting to undergraduates as well as to faculty and to an audience from various disciplines, 2) the talk will (in part) be used to judge their teaching skills, 3) that (if they consent) the talk may be videotaped (if members of the Fellows Committee are unable to attend; the person in charge of the interview will have to arrange for videotaping if it is required). Departments may decide whether the talk ought to be a research oriented or a sample class. Talks typically ought to be scheduled at 4:30 p.m.

ARRANGEMENTS FOR VISIT:

Travel:

Candidates can make their own plane reservations and will be reimbursed for airfare, etc. All receipts should be sent to **Janice Ruechel, President's Office**. Alternatively, call Travel Design (731-1238) to book tickets (they can bill Lawrence directly).

Lodging:

Candidates ought to be booked into one of Lawrence's Guest Houses. For reservations call **Lisa Reffke (Physical Plant) at x6601**. **NOTE: For the Guest Houses, check in is**

after 3:00 p.m. and check out is at 10:00 a.m. – these times are very firm since the rooms need to be clean. If the Guest Houses are full there are special rates for Lawrence that *may* be available at the Paper Valley (\$95/night) or Copper Leaf (\$98/night). If you have to book a hotel room, make sure you get a good rate and ask if they can bill Lawrence directly, otherwise use a credit card and send receipts to Janice Ruechel, President's Office, for reimbursement.

Meals:

Rather than going out to a restaurant for dinners with candidates, call *Janet Pearce, ext. 6653, Monday-Friday, 8:30 a.m.-3:00 p.m., or via email at janet.l.pearce@lawrence.edu*, to arrange dinner (for up to 6-8 people) at one of the private dining rooms at Downer. This will cost less and more people can be invited to dinner than if at a restaurant. If several Fellows are being interviewed on the same day, *Janet* will arrange for dinner. *Be sure to tell Janet that your dinner is part of the Fellows Program and to let her know about any special dietary restrictions when you first arrange the dinner.*

For any breakfast or lunch meetings during the interview, submit receipts to *Janice Ruechel, President's Office*, for reimbursement. Please keep these expenses reasonable (e.g., do not take candidates to unusually expensive restaurants and do not include more than a couple of faculty as participants).

Scheduling meetings and the talk:

Usually building secretaries can schedule meetings with candidates. Building secretaries can also schedule rooms for the talks and help with posters/flyers to advertise them. If the talk is scheduled sufficiently well in advance, it can be submitted to the online university calendar by contacting the Web Producer/Manager in the office of Communications.

Involving students in the process:

In addition to advertising the talk to students (especially majors/minors in relevant departments and IA's), we *strongly encourage* opportunities for candidates to meet with students, perhaps in a small group, possibly over breakfast or lunch at Lucinda's or Downer. *The Fellows Committee expects to receive written feedback from students who met with the candidate and/or attended the talk (absence of such feedback may adversely affect the likelihood that your department will be able to hire the candidate).*

Feedback to the Fellows Committee:

The Fellows Committee will ultimately make hiring recommendations. Therefore it is imperative that departments/IAs have faculty and students send written feedback about the candidate to the Fellows Committee (either individually or in a joint report). *Be sure to clearly communicate to students and faculty how feedback will be handled.*

ALL FEEDBACK FROM STUDENTS AND FACULTY IS DUE BY APRIL 15. FEEDBACK AND COMPLETED FORM SHOULD BE EMAILED TO DAVID BURROWS. *Be sure to announce this to students at the talk.*