

## Interviewing Procedures for Applicants of Tenured Positions

*Revised Spring 2001*

These guidelines apply to all candidates of associate and full professorships for whom tenure may be awarded upon the Provost/VPAA's recommendation. The guidelines will be implemented at the departmental level unless otherwise directed by the College.

***Interview Schedule:*** In cooperation with the Provost's Secretary, the Academic Unit will schedule an interview for the candidate with the Provost.

***Application Materials:*** The Academic Unit will prepare an information package that includes the following materials:

- Applicant itinerary,
- Application cover letter,
- Curriculum vitae,
- Letters of recommendation, and
- Optional note of recommendation from the chair or dean.

***Position Authorization/Search Folder:*** The College will supplement the package with:

- Position authorization,
- Position description, and
- Recruitment plan.

***Package Delivery:*** The Academic Unit should make every effort to deliver the package to the Provost's Secretary at least three days before the scheduled interview to afford the Provost adequate time to review the materials.

***Applicant Escort:*** The Academic Unit should arrange for an escort to accompany the applicant to the Provost's Office and then to the next scheduled appointment following the interview.

***Teaching Evaluations:*** Prior to the final hiring decision, the Academic Unit will submit the applicants record of teaching evaluations to the Provost's Office for consideration.