

Interviewing Procedures for Candidates of Tenured Positions

Revised Fall 2016

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

Interview Schedule: In cooperation with the Office of the Provost, 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:

- Position vacancy announcement
- Academic Unit's Reappointment, Promotion, and Tenure Policy
- Candidate itinerary
- Application cover letter
- Curriculum vitae
- Letters of recommendation
- Optional note of recommendation from the Chair or Director

The College may choose to supplement the package with an optional note of recommendation from the Dean.

Package Delivery: The Academic Unit should make every effort to deliver (scan and send) the package to the Office of the Provost at least three days before the scheduled interview to afford the Provost adequate time to review the materials.

Candidate Escort: The Academic Unit should arrange for an escort to accompany the Candidate to the Office of the Provost and then to the next scheduled appointment following the interview.

Teaching Effectiveness: Prior to the final hiring decision, the Academic Unit will submit the Candidate's evidence of teaching effectiveness to the Office of the Provost for consideration.