

Updated 01/2025

For search chairs/committees for faculty recruitments

Meetings with faculty candidate finalists

When a candidate is selected for a campus visit, the following process should be followed to ensure [executive cabinet](#) involvement. This is required for all schools and all campuses.

1. Once campus visit dates are confirmed, reach out to Anita immediately to identify a 30 minute spot for the provost to meet with each candidate.
2. Provide CVs and Cover Letters right away so that the provost has sufficient time to review them before meeting with candidates.
3. Include the executive cabinet on all zoom/in person invitations to research presentations and teaching demonstrations. Please record the presentations and teaching demonstrations for those who can not attend to view later.
4. Search Committees should include all faculty in their department to zoom/in person invitations to research presentations and teaching demonstrations.
5. The provost will provide feedback to the search committee chair. Be sure to include a deadline to provide feedback. Providing this information well in advance would be ideal.