**Sample Campus Visit Invite Email (Instructional Track)** - Edit as needed for your search communication

Subject: Interview Invitation for the Michigan Tech "SPECIFIC JOB" position Dear "FIRST NAME",

On behalf of the search committee, I am pleased to extend an invitation for an on-campus interview for the position in [**SPECIFIC** **JOB**] at Michigan Technological University.

Please let me know which of the weeks of X, Y and Z will work for your schedule to come to campus for the interview. If you are available during more than one of these three weeks, please let me know. It will help with the scheduling. The interview will be for one day (excluding travel days).

During your visit you will be asked to provide a 50-minute teaching seminar. This seminar will require that you provide instruction to an undergraduate class in [**SPECIFIC** **FIELD**]. This seminar gives you the opportunity to showcase your teaching style. The class will consist of approximately [number of students, level] from diverse majors including X, Y and Z. The delivery format and content of the class session is entirely up to you, as long as it fits into the above-mentioned class. It may be helpful to identify where the topic would be addressed in the context of the entire class. If you will have any special needs to deliver the teaching seminar (e.g., special audio/visual equipment or configurable classroom etc.) please let me know in advance. Although the teaching seminar will be intended for students, it may also be attended by faculty, research associates and graduate students.

During the interview, you will meet and interact with the search committee, faculty, students and university administrators. I will send you a detailed agenda later as we have more concrete plans for your visit. If you would like to specifically meet someone, let me know. Additionally, if you need any accommodations during your visit, please contact me or Human Resources. We are committed to working with you to ensure that your campus visit meets your professional and personal needs.

At this time, it is very important that you send me the weeks you are available as soon as possible so I can schedule your interview and put you in touch with the person who will help with your tickets and accommodations.

If you have any further questions, please do not hesitate to ask. We look forward to seeing you on campus!

"NAME"

Search Committee Chair