Faculty Interview Schedule Template - ITF

Dear X,

We are so excited you have chosen to learn more about Michigan Tech and to meet your prospective future colleagues. Below you will find a schedule for your visit. In the comments section, you will find information that will help you navigate the visit. We have included who will be participating in your visit so that you may more easily learn about your hosts. We believe the purpose of the on-campus faculty visit is to showcase Michigan Tech and all that we have to offer to future colleagues as well as to obtain information that may be used to identify the candidate who best aligns with our Mission and Vision and the essential duties of the position description.

**[For ITF Faculty] Title of Position Interviewing For**

Day 1

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| **Time** | **Activity** | **Location** | **Comments and Unit Guidance [Units, please do not publicly share unit guidance with candidates]** |
|  | Breakfast on own |  |  |
| 9:45 am | Transportation to Campus |  | Name of person picking candidate up and where to meet them.  Unit Guidance: Encourage Search Chair or designee to pick up the candidate from the hotel. |
| 10:00 am - 10:30 am | Meet with Search Committee | TBD | Include names of search committee members.  Unit Guidance: Welcome candidate to campus; search committee should refresh themselves on the position description. If the time period is used for additional questions, please connect to essential and desired knowledge and skills in the position description. |
| 10:30 am - 11:00 am | Curriculum Discussion |  | Include names of people the candidate will be meeting with.  Unit Guidance: Ask members of the curriculum committee to discuss the current curriculum, upcoming changes, and teaching interests of the candidate. Include attendees from the unit curriculum or undergraduate committee, including ITF. |
| 11:00 am - 11:30 am | Select One of   * CTL (ITF) * Library * Dean of college (if desired) * Other, based on candidate interests |  | Include name(s) and who/what area they represent.  Unit Guidance: Work with suggested units for availability. Tie to faculty needs/interests. |
| 11:45 am - 1:00 pm | Lunch - Meet with faculty | TBD | Include names of those attending. |
| 1:15 pm | Break |  |  |
| 1:30 pm –  2:15 pm | Campus, Department, Lab Tours |  | Include name of tour guide and where to meet.  Unit Instructions: Please provide a safe place for the candidate to leave items (jacket/computer/etc.). Find a passionate, knowledgeable and welcoming tour guide. |
| 2:30 pm | Transition to seminar room and seminar preparation | TBD | Suggest including who will bring the candidate to the seminar room. |
| 3:00 pm - 4:00 pm | Teaching Seminar (40 minutes, 10-15 Q&A) | TBD | Provide a teaching demonstration on a topic of your choice that showcases best practices. Indicate on the schedule the type of audience invited.  Unit Guidance: Please be intentional on the purpose of the seminar and be mindful of the audience invited (i.e., students, faculty, staff, and others from other units). |
| 4:15 pm –  4:45 pm | Discuss Teaching | TBD | Include names of those attending.  Unit Guidance: Search committee can share publications and position description. Encourage faculty to focus on aspects of position description or to develop department touts to share |
| 4:45 pm | Meet with Chair/Dean | TBD | Name of Chair/Dean  Unit Guidance: Chair/Dean is encouraged to tout unit points of pride. Discuss MTU practices to support faculty member success (orientation, mentoring programs, ECM, internal grants, potential student support, etc.). Please provide an opportunity for the candidate to bring up needs and questions that may have arisen during the visit. |
| 5:30 pm | Transition to Hotel |  | Name of person transporting candidate and where to meet. |
| 6:15 pm | Dinner |  | Include name(s) of those attending dinner.  Unit Guidance: Suggest faculty with similar research/scholarship interests in/outside the department. Highly encourage attendees to be [DLOW](https://www.mtu.edu/provost/diversity/diversity-literacy/status/) certified. Please showcase the best amenities in Houghton and consider making this a mini-tour of the area. |

Day 2

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| **Time** | **Activity** | **Location** | **Comments** |
|  | Breakfast on Your Own |  |  |
| 8:30 am | Candidate meetings with HR (if able), combined candidate/guest meetings, and other requested meetings, or to explore the area on their own. |  | Include name(s) and who/what area they represent as well as how they will get to the location.  Unit Guidance: Work with partner engagement and HR to schedule any necessary meetings. |

Revised August 2024