**Sample Campus Visit Invite Email (Tenure 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. We would also like to invite a guest to join you during your interview visit. We will cover the expenses for both of you, but please note that guest expenses may be taxable per IRS rules and regulations (see the attached document). ***(NOTE TO DEPARTMENTS: See Best Practices for Guest Visits in Step 7: On Campus Visits)***

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 two days (excluding travel days).

Please prepare a 50-minute research seminar to showcase your scholarly work. We suggest that you spend 5 minutes introducing yourself in terms of career path and expertise and spend some time towards the end of your seminar to discuss your future research plans, particularly in relation to this specific position and the university. We strongly encourage you to incorporate best teaching practices into your seminar. The audience will consist of faculty, research associates and graduate students with expertise in **[SPECIFIC FIELDS].**

Prior to your visit, please share a 5-10 minute video of a teaching demonstration. The teaching demonstration should address content in [**SPECIFIC** **FIELD**], be aimed at an undergraduate audience, and showcase your teaching style. The video will be shared with members of the department to enhance the teaching discussion during your campus visit. Please submit the video by [**DATE**] by [**TELL** **THE** **CANDIDATE** **HOW** **TO** **SUBMIT** **THIS**].

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