

CHECK SHEET

NEW FACULTY INTERVIEWS

Advance Arrangements for the Interview:

1. Travel arrangements (if by air):
 - Airline Ticket with billing to appropriate AU account
 - Rental car or other transportation from airport.
2. Hospitality arrangements
 - Campus guest room or nearby hotel¹
 - Meal card for cafeteria
3. Advance Information to Send Candidate: (Be sure they have the AU website address.)
 - Schedule for interviews during visit
 - Copy of AU Bulletin (See Records Office if necessary)
 - Recent copy of Student Movement (campus stand or call SM Office, x3385)
 - Campus map.
 - “about Andrews” information from University Relations and Human Resources
 - Academy and Elementary School Information and e-mail addresses for contacts.

Appointments for Campus Visit: Appointments should be made by the department chair or administrative assistant. Schedule and resume should be provided to all participants.

1. Each faculty member in the department. Where interdisciplinary and collaborative arrangements are used, the faculty in such teams should also be visited.
2. Department Chair
3. Dean of the college/school
4. Vice-President for Academic Administration and President (usually done together)
5. Dean of Scholarly Research
6. Graduate Dean
7. The Search Committee Interview. Be certain that the door is unlocked and the room is prepared for the interview.

Other Activities During Visit: Individual plans can be made according to departmental discussion and candidate interests:

1. Social occasion with department colleagues and their families
2. Campus tour (if unfamiliar with Andrews)
3. Sabbath activities.
4. Appointment with Real Estate agent(s).
5. Appointment with Human Resources – benefits specialist
6. Appointments (if appropriate and desired) with Crayon Box, Ruth Murdoch Elementary School, and/or Andrews Academy.
7. Tour of the Library. Contact the Instructional Librarian, x6062.

¹

Nice touches:

- a. A welcome fruit basket for the guest room upon arrival.
- b. Flowers sent to home of preferred candidate AFTER the visit concludes.