

Sample On-Campus Interview Itinerary- Faculty

MINNESOTA STATE UNIVERSITY MOORHEAD

Day 1	Search Chair arranges candidate travel from airport to hotel (if not local candidate)	
3:00pm	Tour of Department	Meet in Supervisor's Office
5:00pm	Dinner with candidate & committee members	TBD
7:00pm	Search Chair arranges candidate travel back to hotel	
Day 2	Search Chair arranges travel for candidate to campus	
8:30am	Candidate meets with Faculty Association President	Owens Hall 201
9:00am	Candidate meets with Vice President for Academic Affairs	Owens Hall 206
10:00am	Meet & Greet for students/faculty with candidate	Department Office
11:00am	Candidate meets with Dean*	Dean's Office
12:00pm	Lunch	TBD
1:15pm	Teaching Demo	Classroom
3:00pm	Search Chair arranges for candidate transportation to airport (if applicable)	

Please note:

- The items listed above are just a sample outline of an on campus interview itinerary for faculty candidates. Times and lengths of meetings are simply listed as a template and do not need to be completed in any particular order.
- Items marked with an asterisk are required
- Additional meetings specific to your department and/or to the position being searched should be incorporated.
- Search Committee Interviews will be conducted prior to the candidate's on campus interview

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