Memorandum

To: Department Chairs and Chairs of Search Committees in the College of Engineering

From: Robert Peck, Dean

Re: Full-time Faculty Interview Guidelines

Date: January 12, 2010

CC: T. Meressi, J. Yokel; L. Moreau

As your Search and Screen Committees begin arranging for campus visits, you may find the enclosed information helpful in planning and conducting interviews. Also, the following website http://www.umassd.edu/hr/copyofhiringselectionprocess2009.pdf contains general guidelines for the search process. Additional information is available on the HR website http://www.umassd.edu/hr/welcome.cfm along with a compendium of relevant forms http://www.umassd.edu/hr/forms.cfm. If you are not the Chair of the Search Committee, please send a copy of this memo to the Chair.

Conducting Interviews

Hiring a tenure-track faculty member leads potentially to a long-term relationship by UMass Dartmouth to the person hired and by the faculty of the Department that is recruiting. It is important to consider this relationship in planning the campus interview. Interviews typically involve interactions with multiple constituents in a variety of settings.

Administrators or peers inside or outside the hiring unit, students, etc., may participate in the interview process in addition to the search committee and hiring authority. A typical campus interview should include the following components, which should be applied uniformly to all candidates:

A. A full day should be devoted to the campus interview. This implies in most cases that the candidate will arrive the night before the interview and will stay overnight at a hotel in our area (see below for details). Please consider any special needs of the candidate, e.g., food preferences/restrictions, when planning the interview.

B. Search committee members should make every effort to meet with all candidates being interviewed. In the case of an absence or illness, those members who conduct the interview may share their assessment with the absent member(s). However, a committee member can contribute to the committee’s assessment of a candidate only if s/he was present during the interview of that candidate.

C. During the course of the campus interview, the candidate must complete an Employment Application Form. These are available online at the HR website and may be completed prior to the campus interview. Please be sure the candidate has completed one prior to leaving.
D. While there may be an entrance interview and/or an exit interview with the full Search and Screen Committee, there must be at least one substantive interview with the entire Committee during which the approved questions are uniformly applied to all candidates. Strengths and weaknesses for each candidate shall be recorded by each member of the Search Committee during this interview. The Committee as a whole should submit one summary strengths and weaknesses statement for each candidate interviewed for inclusion with the Committee’s recommendations. The ‘strengths and weaknesses’ statement must address only the characteristics required for the position as identified in the advertisement.

E. Campus tours and visits to any specific facilities of relevance to the position should be conducted by the members of the Search Committee.

F. Candidates should meet with the faculty of the Department to the greatest extent possible. Such meetings may be with the Department as a whole or in sub-groups if schedules do not permit a single meeting. Also, please try to include a meeting with any potential research collaborators in other departments and accommodate any specific individual or group meeting requests by the candidate.

G. Candidates should be asked to demonstrate both their teaching skills and research expertise. Normally this would involve asking the candidate to teach a class in the Department and to present a seminar based on the candidate’s research. Under some circumstances it may be possible to combine these two disparate activities into a single session, but normally there should be two separate presentations to provide evidence of both teaching and research. The teaching ‘interview’ should be designed to assess the effectiveness of the candidate in interacting with undergraduate students.

H. There should be a separate meeting with the Department Chair and another with the Dean of the College. Please call Joyce Yokel at ext. 8539 or jyokel@umassd.edu to schedule a meeting with me. Plan on 45 minutes to an hour for each candidate. I would appreciate receiving, at least 24 hours in advance of my meeting with the candidate, the curriculum vitae and letters of recommendation for the candidate.

I. Arrange airport transportation for each candidate and identify individual(s) to transport candidate from/to hotel and to accompany candidate during the campus interview. Personal transportation from the hotel to the campus is generally favorably received.

J. Once the campus interview itinerary is established it should be shared with appropriate individuals on campus and forwarded to the candidate. It is also nice to send an information packet to the candidate that includes, e.g., an overview of the university/department, UMass benefits, and South Coast regional highlights. You might also contact the candidate in advance of the visit to answer questions, address any concerns, and express enthusiasm about the interview. Interview formats should be equivalent for all candidates.

K. A summary of the strengths and weaknesses shall be prepared for each candidate interviewed. The Search and Screen Committee should select a minimum of two candidates (EEO/HR guidelines suggest 4 recommended finalists but this may not be possible if we do not have sufficient funds to bring in more than 3
finalists) as finalists to be forwarded to both the Department Chair AND Dean, via the EEO Liaison, along with other required documentation, including the EEO/AA Assurance Form signed by all committee members and the EEO Liaison. With the advice of tenured faculty, and upon consultation with the non-tenured faculty, the Department Chair shall forward his/her recommendations to the Dean from the candidates recommended by the Search and Screen Committee. I will meet with the Search Committee and Department Chair to receive recommendations and discuss the candidates’ strengths and weaknesses after all campus interviews have been completed and the statements of strengths and weaknesses have been agreed upon and written.

Specific Details Regarding Reimbursement of Travel and other Interview Costs

1. All recruiting expenses should be charged to a College of Engineering recruiting account. Each search has been allocated $3,000. If you have need for additional funds, please be prepared to provide a justification when you contact me. If you have any questions about the accounts, please call Liz Moreau (x8461). In most cases, advertising expenses have been paid separately by the Provost and thus need not be deducted from the interview expense accounts.

2. Either members of the departmental search committee or the department secretary should make a reservation for the candidate at the Comfort Inn on Faunce Corner Road in North Dartmouth. [http://www.comfortinn.com/hotel-north_dartmouth-massachusetts-MA403?promo=glocal](http://www.comfortinn.com/hotel-north_dartmouth-massachusetts-MA403?promo=glocal). The inn will ask for a purchase order number. Please be sure to explain to the reservation desk that you are making a reservation for UMass Dartmouth since we have a discount arrangement with this property. You will have to enter a purchase requisition to get a purchase order number. Call the inn back to report the purchase order number. The inn will send the bill to Accounts Payable after the visit.

3. You should ask each candidate to finance the costs of their transportation. They need to deliver all original receipts (they should keep copies) and they will be reimbursed. This includes meals enroute, air travel, taxi fares, and all other transportation necessary to get from their location to the UMD campus and return.

4. Airport transit to/from Dartmouth can be provided by personal vehicle, airport courier service, or rental car if preferred by the candidate. Please contact Joyce or Liz for an airport courier recommendation, if needed.

5. Candidates must file a vendor information form and a W-9 form to be reimbursed. These forms should be completed and signed by the candidates before they finish the campus interviews. They must be entered into the UMD fiscal records system as a “vendor” in order for us to reimburse them.

6. Recruiting expenses incurred by members of the search committee will be reimbursed. Parking fees, mileage expenses, and other related costs incurred by members of the search committee to pick up or transport the candidate will be reimbursed at the current rate. Submit a request for reimbursement with original receipts.

7. Please use the Direct Reimbursement Form for expenses involving meals and other business expenses incurred during the interview. For reimbursement, the Accounts Payable Office requires the original receipts with itemized expenses (each entrée, etc.)
and a list of names of individuals who attended the meal. Dinner/lunch guests should consist of a prudent number of UMass Dartmouth faculty and/or administrators only. The University expects such business expenses to be reasonable and appropriate for the occasion (UMass Doc. T92-031 Appendix C http://media.umassp.edu/massedu/policy/FiscalBusinessExpense.pdf). The University of Massachusetts Dartmouth discourages the consumption of alcoholic beverages because of health and liability concerns. No expenses for alcoholic beverages or taxes will be reimbursed.