

## **On campus interview arrangements for new faculty hires**

### **Travel and Accommodations**

Please allow for 2-3 weeks from the date you inform our office about your final candidates to the dates you wish to interview them on campus.

Candidates are to arrange for and pay for their own plane ticket and the college will reimburse them. A plane ticket priced over \$700 requires the Dean's approval. The candidate should inform the department chair and Sherry Docherty when a reservation has been made. Candidates should complete the Travel Expense Voucher for reimbursement (found here: <http://campus.augustana.edu/documents/facstaff/travelexpense.pdf>)

Sherry Docherty in the Office of Academic Affairs will arrange for hotel accommodations for candidates. Department chairs should let Sherry know how many nights are needed for each candidate's stay. Candidates staying at a hotel for more than two nights will require the approval of the Dean. Typically candidates are housed at the Stoney Creek Inn (Moline) (309- 743-0101), or one of the Radissons (Moline or Davenport). Any other housing arrangements must be authorized by the Dean.

### **Visit Itinerary**

Departments are responsible for creating the candidate's on campus itinerary and arranging for the candidate's meals. This means that departments should ask the interviewee about people (realtors, other new faculty, senior majors) whom she or he particularly wants to meet and experiences (a neighborhood tour) that he or she would particularly like to have. The department should also inquire about specific dietary requirements (vegan, vegetarian, gluten intolerant, etc.)

The trip itinerary should specify who is going to meet the interviewee at the airport and should provide at least two phone numbers to call in case there are disruptions during travel.

Mandatory elements of a tenure-track candidate's on-campus itinerary are separate meetings with the President (30 minutes), the Dean (one hour), Division Chair (time to be determined), a benefits overview with Human Resources (fifteen minutes) and Outside Member (time to be determined). Visiting or fellow positions do not require a meeting with the president or the dean; instead those candidates should meet with Associate Dean Wendy Hilton-Morrow (30-45 minutes), Division Chair (time to be determined), and Human Resources (15 minutes). When choosing dates for candidate visits, department chairs should first consult the President's and Dean's calendars for availability.

Typical elements of an on-campus itinerary also include:

- meetings with the department chair and department faculty;
- a walking tour of the campus and a driving tour of the Quad-Cities;
- opportunity to teach a class (if you choose this option, make sure that the candidate receives in advance of the visit a copy of the syllabus, the day's assigned reading and knowledge of the composition of the class);
- a research presentation;
- thirty minutes of free time before the class and the research presentation;
- time alone to tour campus and the Library;
- meetings with majors or other interested students;

- meetings with interested non-departmental faculty, focusing especially on newer faculty who might help speak to the transition from graduate school to full-time teaching;
- clear arrangements for meals (typically including lunch at the Center for Student Life).

Chairs should actively publicize the candidates' presence on campus (through classroom announcements, email, and the Faculty Newsletter) and should actively recruit individual faculty members and students to attend the public presentations.

### **Meal reimbursements**

The Office of Academic Affairs will pay for the department's meal expenses when hosting a candidate. Expenses for all food/meals should be limited to \$200 per day; meal expenses should not exceed \$400 for the entire visit. Smaller departments should have lower food expenses compared to relatively larger departments. Please use your P-cards to pay for meals and reconcile with account # 10-164-30200-62046, and submit receipted expenses to the Office of Academic Affairs at the end of the visit. Receipts for meals should include information about who was present at the meal (for the purposes of Business Office auditing).

## **Legal Reminders**

### **1. Important Laws Related to Hiring**

- a. Title VII of the Civil Rights Act of 1964: prohibits discrimination on the basis of race, color, religion, national origin, and sex (including pregnancy)
- b. Americans with Disabilities Act (ADA): prohibits discrimination against *qualified applicants with disabilities* and requires reasonable accommodation of such individuals
- c. Age Discrimination Act (ADEA): prohibits discrimination on the basis of age (40 years and over)
- d. Equal Pay Act: Prohibits employers from paying unequal wages to male and female employees who perform substantially similar jobs
- e. Other grounds: defamation, interference with contract, breach of contract, negligence

### **2. The Search is all of these things:**

- a. Public Relations for the Department and the College
- b. Investigation
- c. Strategic Planning
- d. Evaluation
- e. Risk Management

### **3. Search Committee: 3 Basic Principles**

- a. Confidentiality
- b. Integrity and fairness to all applicants
- c. Recruitment
- d. No personal questions, even if you think it is helpful.

**4. Protected Characteristics – Off Limits:** sex, race, color, national origin, religion, age, disability, military status, parental status, sexual orientation, gender identity, marital status, arrest records.

One issue that's arisen lately is how to inquire about a candidate's ability to work in the United States. If you are interested in knowing the answer to this question (and you should be!), then you must ask it of all the applicants you're interviewing. One appropriate way to ask this question is, "Do you have valid work authorization in the U.S.?" You can ask about visa status only after you have asked this initial question. If you are uncomfortable asking about work authorization, please let Human Resources know so that they can ask about it in the benefits overview. Once you are aware of a candidate's (in)ability to work in the U.S., please inform the Office of Academic Affairs and Human Resources.

### **5. Focus Documents**

- a. Tip to focus the interview "conversation:" identify the essential functions, required qualifications, and desired qualifications. This brings to focus issues that are fair game for discussion
- b. Use focus documents: New hire job description; search committee review sheets (summary grid of candidates, etc.)

**6. Records Retention Issues:** Keep all personnel and employment records (includes application forms and materials) for at least 3 years. What to keep? External job postings, internal job postings, recruitment report, and the complete selection process for all candidates in the pool, including all search committee materials, C.V., and all application supporting documents.

### **7. Reference Checks: *Thou Shall Not Google Too Soon...***

- a. Consistency – same person(s) conduct checks, ask same questions
- b. Check for employment gaps
- c. Don't limit checks to listed references (ask if you need guidance here)
- d. Protected characteristics – if you can't ask the candidate, don't ask the reference!
- e. Reference Check v. Background Check. Human Resources will perform the latter in the final stages of the process, and let you know if there's anything troubling that you need to know about.

### **8. Happy candidates generally do not sue...**