

Protocol for Bringing Candidates to Campus

In order to bring candidates to campus for interview the following must be provided to the Dean:

Letter of Search Committee Recommendation

- A short letter summarizing the search process, the number of applications, and introducing the candidates selected as best fit for on-campus interviews.

Candidate Materials (ORIGINALS)

- Letter of interest
- CV
- Signed USI Application, completely filled out. The sections of Scholarships & Fellowships, Awards & Honors, Membership in Learned & Professional Organizations, AND References may NOT have “see vitae” written in the section.
- Unofficial graduate transcript including name of university attended and may be sent electronically. Official transcripts must follow and are necessary for contracts to be offered.
- Reports from three reference calls, including person signified on USI Application as current supervisor. The reference report must include the reference name and position, the name of the committee caller, and date and time of each call.

NOTE: The dean must submit all candidate information to the Provost at the same time. Incomplete files will be returned to the committee and the search process will be put on hold until all information is complete.

It is suggested that committees review submitted material PRIOR to the phone interview. Any incomplete information in an applicant’s file should be brought to the attention of the applicant as soon as possible.