

MICHIGAN STATE UNIVERSITY

Fall 2018

To: School Directors, Chairpersons and Search Committee Chairs

From: Suzanne Lang, Associate Dean, Faculty Affairs and Administration

Subject: Guidelines for Faculty Candidate Meetings with Deans and Directors

To help remove some of the confusion surrounding the protocols for scheduling candidate meetings with the CANR Associate Deans and Directors we are releasing a set of guidelines for search committees to follow when making arrangements. These guidelines are specifically intended for establishing a consistent and standardized guidance concerning faculty candidate meetings with the CANR Deans' and Directors' group (D&D) during the interview process. We believe it is essential to ensure all candidates have the best experience while they are here on campus to interview. "Customer service" should be provided at the highest level possible.



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- For successful faculty searches, all candidates being interviewed should meet with the same people and groups to ensure that candidates are treated equitably. In terms of who should be present at these meeting, **the group should include someone from each of the three funding lines (i.e., General Fund, AgBioResearch, MSU Extension) depending on the position's appointment.**
 - For a position with an **instructional appointment**, **Kelly Millenbah** should be included.
 - For a position with an **Extension appointment**, **the relevant Institute Director should be included.** The Institute Directors include **Ron Bates** for **Agriculture & Agribusiness**; one of: **Lisa Bottomonley**, **Jacob DeDecker**, or **Kendra Moyses** for **Children and Youth**; **Dave Ivan** for **Greening Michigan**; and **Cheryl Eschbach** for **Health and Nutrition.**
 - **George Smith, Quentin Tyler and Suzanne Lang should be included on all faculty candidate meetings with the D&D due to their roles within the College.**
- The timeline for **requesting meetings** with the D&D **needs to be greater than two-weeks prior to the campus visit in order to improve the potential of finding a mutually satisfactory time for a meeting.** We request that the D&D administrative assistants be contacted prior to the date that campus interviews has been decided. When "holds" on

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dates/times are requested and then changed at a later time, **please clearly communicate which holds should be removed and which should remain.**

- Faculty candidate meetings with the D&D typically take place at a 7:30 AM breakfast as available. This was an accommodation made by the D&D to help ease the logistical burden of finding a time that works for all of the D&D representatives. Breakfast meetings with D&D representatives should **NOT** take place any time before 7:30 AM. If the breakfast meeting does not work for a candidate or the D&D, then the search committee should find a 30-minute timeslot during MSU business hours for the D&D representatives to meet with the candidate in Morrill Agriculture Hall or a one-hour joint (multiple D&D members) meeting. **In the case of cancellations, notice should be sent to the attending members of the D&D and their administrative support as soon as possible.**
- When arranging transportation details for faculty candidate meetings, search committees cannot involve members of the D&D. It is the responsibility of the search committee to make appropriate arrangements for shepherding candidates to their next appointment and is one indication to the candidate of the support of the unit for the position. We request that all candidates be informed of whom their escort will be. This information should be included on the candidate's itinerary along with contact information of the escort.

Below are additional general guidelines for making faculty candidate meeting arrangements with the D&D:

General

- Please provide a contact person within your unit who will serve as the point person for answering questions concerning the candidate visit. Please also include a phone number where they may be reached.
- Please provide the name of the person who is responsible for escorting the candidate to and from their appointment with the D&D.
- Please provide a copy of the candidate's CV, itinerary (with escort names and phone number), and the position description **at least a week before the date of the meeting.**
- Whenever possible, make arrangements with the relevant D&D members at least a month in advance of candidate visits.

Breakfast

- Please provide the account (preferably provide it to the restaurant ahead of time) that will be used to cover the cost of the breakfast. Please also provide it to the relevant D&D member's administrative assistant.
- Please provide the name on the reservation.

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While exceptions can be made to the aforementioned guidelines, any exception must be approved by all of the attending members of the D&D.

PLEASE NOTE: The D&D relies on the information provided by the unit regarding time, location, and date of meeting. It is the unit's responsibility to ensure changes to schedules are clearly communicated to the administrative assistants of **EACH** D&D member.