

Thomas W. and Robin W. Edwards College of Humanities and Fine Arts

Permission to Invite Candidate to Campus

Requesting Department _____

Date _____

Academic Title of Position _____

Type of Interview Process: Fast-Track (Fill out Part A) Regular (Skip to Part B)

Please attach a copy of the application, cover letter, and curriculum vitae for each candidate invited to campus.

A. Fast-Track Interview Process

1. Upon conclusion of telephone interviews, a Skype interview (or another teleconference platform) was conducted with the following (3-5) semi-finalists (resumes attached):

1. _____

4. _____

2. _____

5. _____

3. _____

2. The search committee has **unanimously** identified the following preferred candidate for a campus interview:

1. Name: _____

4. Candidate Traveling From: _____

2. Rank for which candidate is being considered: _____

5. Anticipated Date of Campus Visit: _____

3. Current Position: _____

B. Regular Interview Process

The search committee requests the following candidates be invited for a campus interview:

1. Name: _____

4. Candidate Traveling From: _____

2. Rank for which candidate is being considered: _____

5. Anticipated Date of Campus Visit: _____

3. Current Position: _____

1. Name: _____

4. Candidate Traveling From: _____

2. Rank for which candidate is being considered: _____

5. Anticipated Date of Campus Visit: _____

3. Current Position: _____

1. Name: _____

4. Candidate Traveling From: _____

2. Rank for which candidate is being considered: _____

5. Anticipated Date of Campus Visit: _____

3. Current Position: _____

List five other top candidates not invited to campus (include terminal degree-granting institution or current position) and include a copy of their C.V.

1. _____

2. _____

3. _____

4. _____

5. _____

By signing below, I understand there is no reimbursement for alcoholic beverages. If alcohol is listed on the receipt, there will be no reimbursement for the meal. If alcohol is direct billed to the University, I understand that I am personally responsible for reimbursing the full amount of the bill.

Search Committee Chair _____

Signature

_____ *Date*

Approved

Denied

Department Chair _____

Signature

_____ *Date*

Approved

Denied

Dean _____

Signature

_____ *Date*

Approved

Denied