

## **SAMPLE LETTER INVITATION TO FINALISTS FOR ON-CAMPUS INTERVIEW**

Date

Dear Dr. Jones,

The Search Committee has completed review of candidates for the position of Assistant Professor in "XXXXXXXX". We are pleased to inform you that you are one of the five finalists who will be invited to an in-person campus visit. Although the schedule and activities of the visit can vary depending on the academic unit, we aim to provide an opportunity for you to meet faculty, administrators, and students, as well as learn about the campus, department, and school units. Please let me know your availability for your visit as soon as possible.

Over the two days on campus your host will be the Chair of the Search Committee. She will meet you for breakfast on the first day and bring you to campus. Your research seminar will be presented later that day and individual meetings with faculty from within and outside the department will be arranged as the schedule allows. Please note that the audience for your research seminar will mostly be faculty from our department but it will also include other colleagues. Post-doctoral fellows, graduate, and undergraduate students, as well as staff members may attend.

Lunch and dinner will be with a small group of faculty. The second day, you will be met by a graduate student or post-doctoral fellow for breakfast, then travel to campus to meet with faculty, Deans, and administration. Students will host you for lunch, after which you will have an opportunity to present something of your choice to an audience of students only. This audience will be mostly graduate students and post-doctoral fellows with a few undergraduate students. It should be more informal and serve as an example of a class that you might give on an interesting topic.

We will give you a tour of the campus and you will meet with the Department Chair who will also host dinner that evening. Kindly see the attached schedule and feel free to indicate anyone you wish to be sure to include in your visit.

Aer the campus visit the Search Committee will meet with faculty and students who have had the opportunity to patriciate in the visit. The Committee will make a recommendation to the Chair who will submit it to the Dean who has the authority to make the final decision.

Campus visits from the finalists will occur over the next month and Search Committee deliberations will take place after that. With scheduling and availability of participants, you should expect to hear from the Dean's office about two months after your visit. Please do not hesitate to contact me if you have questions or concerns. Although it is a busy schedule, we are looking forward to meeting you and to a stimulating and enjoyable visit.

Sincerely,

Jane Smith, Ph.D.  
Chair, Search Committee