

Campus Visit Checklist (Example)

The campus visit checklist below is an example. The on-campus interview should be coordinated by the committee's administrative support and/or ex-officio member. Additionally, travel and any other accommodations need to be considered.

General

- Prepare and send welcome package to interviewee
- Confirm travel and lodging arrangement
- Arrange transportation from airport or other location
- Arrange tour of local community (If Appropriate)
- Arrange campus tour

Schedule Meetings

- Search Committee
- Hiring Authority
- Chancellor, Provost, Other Campus Leaders
- Standing Committees/Groups, as appropriate
- Human Resources/Diversity or Equity Representative, as appropriate

Logistics

- Schedule Candidates Presentation
- Schedule meeting and presentation room
- Confirm and arrange any audio/video Support
- Plan any meals and breaks
- Communicate and confirm schedule and any other arrangements with all involved parties.
- Determine and assign hosts to escort candidates during the day