

Campus Visit

- a. Develop campus visit itinerary and protocol to ensure consistent campus visits for the finalist. Here is a [draft of a sample itinerary](#).
- b. At the same time, personalize the visit for each candidate. This might be including faculty members from other units who might be research collaborators or including a visit with an alum from their school.
- c. Ensure that the finalists meet with constituent groups that would represent their work requirements. Include meetings with students, prospective colleagues, collaborating units, DEI campus leaders, hiring decision makers in the itinerary, as appropriate.
- d. Focus on the candidate's ability to perform the essential functions of the job and avoid making assumptions based on perceived race, ethnic background, religion, marital or familial status, age, disability, sexual orientation or veteran status.
- e. Aim questions at discovering what the candidate can bring to the position and limit them to issues that directly relate to the job to be performed.
- f. If a job candidate reveals information that you are not allowed to ask (for example about their sexual orientation), limit responses to explaining SIUE's policy regarding this and support for, if available and / or inquire about specific support needed
- g. However, if a candidate asks about support for social identities, children, spouse / partner, medical needs, be sure to share information about such support with documents or links to SIUE webpages.
- h. Provide candidates with opportunities to seek information about the elements of the job requirements, performance expectations, and evaluation standards. Such information could include academic program details, unit operating papers, union contracts if applicable.
- i. Share information about your unit, SIUE, and local community with the finalists. [Applicant Packet](#)
- j. Share details about the job and benefits at SIUE. [Family Friendly Policies and Benefits](#)
- k. Provide candidates with information about what elements of compensation can be negotiated and what cannot. ([SIUE – Negotiation Brochure For Applicants](#))
- l. Seek feedback about the candidates from the different groups. Use of consistent questions for this feedback would help gather all pertinent information and avoid implicit bias.
- m. Ensure discussion about candidate performance in the search committee is inclusive and equitable
 - a. Use consistent format for all candidate discussion (example teaching, research, service, DEI focus in the same order using same / similar questions)
 - b. Ensure that input is sought from all search committee members for each of the discussion items (for example – round robin and provide time for each committee member for each question).