

Section 10: SAMPLES

Reference Call Protocol

Introduction:

(After you introduce yourself) “I’m calling to follow-up on the reference you provided for X who is a candidate for the tenure-track position in our department. The search committee has read the material X sent us and we’ve conducted a telephone interview with him. He’s now a finalist for the position.”

“I have a few questions I’d like to ask you about X but first let me tell you a little bit about the position. “ (At this point, you might describe the area of focus for teaching and research, provide a brief description of tenure criteria [balanced among teaching, scholarship, and service], and one or two other items that you consider key to this hire such as supervising undergraduate research or the connection between this position and of areas of teaching/research in your department or an interdisciplinary program.)

Questions:

1. “What are the special talents or abilities you think X will bring to this position?”

(Follow-up to make sure that this reference provides more detail regarding teaching, research or both depending on the person’s relationship to the candidate. Probes might include asking the reference to describe the candidate’s work on a specific project or in a particular course if the reference has observed the candidate in a teaching situation.)

2. If your notes from the telephone interview suggest a significant difference between the candidate’s self-perception and the description provided by the reference, you should follow up and ask about the discrepancy (e.g., “In our phone conversation, X described himself as somewhat of a generalist, your description seems to indicate that his focus is more narrow. Could you talk about that a bit more?”)
3. “In what ways does X need to grow or improve in his professional life?”
4. At this point, you might ask questions specific to your candidate based on your telephone interviews—anything that would satisfy any lingering doubts or concerns you have and anything that you thought seemed particularly special and positive. (e.g., “We’re very interested in the type of research that X has been engaged in but he does not yet have much independent teaching experience. Could you say a bit about why a position with a significant teaching load would best suit him?” or “We were very intrigued by the outreach program X participated in as a graduate student. How do you think that prepared him for our position?”)
5. “Gustavus has a strong commitment to diversity. How do you think X will be able to contribute to diversity initiatives?”
6. “Is there anything else you’d like to tell me about X?”

SAMPLE (tenure-track)

Campus Interview Schedule (1 night visit w/ reception)

Campus Visit for Jan Hanover

Monday, October 9

11:30 a.m. Arrive at Minneapolis airport. Steve Smith, Associate Professor of Linguistics will meet you. Lunch on the way to St. Peter.

2:30 p.m. Arrive at campus guest house

3:00-4:00 p.m. Tour campus with Sandra Adams, linguistics major, she will meet you at the guest house

4:00-5:00 p.m. Free time

5:00-6:30 p.m. Dinner with Linguistics Department colleagues Angela Jones, Assistant Professor, Allison Simons, Associate Professor, Alex Vining, Professor

6:30 -8:30 p.m. Reception at the home of Associate Professor of Linguistics Elizabeth Lewis

Tuesday, October 10

7:30-8:00 a.m. Breakfast with Professor Susan Anderson, Linguistics Department Chair. She will meet you at the Guest House

8:15-9:15 a.m. Search Committee Interview (Department members: Angela Jones, Elizabeth Lewis, Allison Simons, Alex Vining, Steve Smith, Susan Anderson, and Andy Burk, Associate Professor of Chemistry and Diversity Representative)

9:20-10:00 Visit the campus library to see linguistics holdings, computer classrooms, meet with department's library liaison Associate Professor Jon Bren.

10:00-10:20 am. Chapel is optional

10:30-11:00 a.m. Meet with Provost David Fienen

11:00-11:30 a.m. Meet with Bob Weisenfeld, Vice President for Corporate and Foundation Relations

11:30-12: 30 p.m. Lunch with students who are linguistics majors

12:30-1:00 p.m. Meet with Diversity Rep. Andy Burk & Diversity Center Director Virgil Jones in the Diversity Center

1:00-1:30 p.m. Prep for teaching demonstration

1:30-2:30 p.m. Teach LIN 101 Basic Linguistics

2:40-3:30 p.m. Meet with Dean of the Faculty John Clementson

3:30-5:00 p.m. Tour of St. Peter and Mankato with Angela Jones

SAMPLE (tenure-track)

Campus Interview Schedule (2 night visit)

Campus Visit for Chris Morgan

Wednesday, November 12

5:20 p.m. Arrive at Minneapolis airport. Steve Smith, Associate Professor of Linguistics will meet you. Dinner with Dr. Smith on the way to St. Peter.

9 p.m. (approximately) arrive at the Gustavus campus Guest House.

Thursday, November 13

7:30-8:00 a.m. Breakfast with Professor Susan Anderson, Linguistics Department Chair. She will meet you at the Guest House

8:15-9:15 a.m. Search Committee Interview (Department members: Angela Jones, Assistant Professor, Allison Simons, Associate Professor, Professor Alex Vining, Steve Smith, Susan Anderson, and Andy Burk, Associate Professor of Chemistry and Diversity Representative)

9:20-10:00 a.m. Visit the campus library to see linguistics holdings, computer classrooms, meet with department's library liaison Associate Professor Jon Bren.

10:00-10:20 a.m. Chapel is optional

10:30-11:00 a.m. Meet with Provost David Fienen

11:00-11:30 a.m. Meet with Bob Weisenfeld, Vice President for Corporate and Foundation Relations

11:30-12: 30 p.m. Lunch with students who are linguistics majors

12:30-1:00 p.m. Meet with Diversity Rep. Andy Burk & Diversity Center Director Virgil Jones in the Diversity Center

1:00-1:30 p.m. Prep for teaching demonstration

1:30-2:30 p.m. Teach LIN 101 Basic Linguistics

2:45-3:30 Meet with Dean of the Faculty John Clementson

3:30-4:00 p.m. Tour Campus with Jennifer Lindstrom, linguistics major

4:00-4:30 p.m. Prep for research presentation

4:30-5:30 Research presentation: Contemporary Issues in Linguistics

5:30-7:00 p.m. Dinner with Alex Vining and Allison Simons

Friday, November 14

8:00-8:45 a.m. Breakfast with Susan Anderson

9:00 a.m.-10:30 a.m. Tour of St. Peter and Mankato with Angela Jones

10:30 Return to Minneapolis airport, lunch on the way 2:00 p.m. flight

SAMPLE (tenure-track)

Campus Interview Schedule (small group meetings)

Campus Visit for Pat Jackson

Tuesday, February 21

1:30 p.m. Arrive at Minneapolis airport, Steve Smith, Associate Professor will pick you up

3:30 p.m. Arrive on campus, check in at Guest House and tour campus with Dr. Smith

4:30-5:30 p.m. Meet with Susan Anderson, Linguistics Department Chair in her office

5:30-7:00 p.m. Dinner with Susan Anderson and Steve Smith

Wednesday, February 22

7:30-8:20 a.m. Breakfast with Linguistics Department members Stacy Green, Assistant Professor and Alex Vining, Professor at the Marketplace. Dr. Green will pick you up at the Guest House

8:30-9:00 a.m. Meet with Provost David Fienen, Carlson Building

9:10-10:00 a.m. Visit the library to see linguistics holdings, computer classrooms, and meet Associate Professor Jon Bren, Library liaison for Linguistics Department

10:00-10:20 a.m. Chapel (optional)

10:30-11:00 a.m. Meet with Virgil Jones, Director of the Diversity Center & Andy Burk, Associate Professor of English and Search Committee Diversity Representative in the Diversity Center

11:00-11:30 a.m. Prep for teaching demonstration, department conference room

11:30 a.m.-12:30 p.m. Teaching demonstration, Confer 101

12:40-1:30 p.m. Lunch with Linguistics majors in the Marketplace

1:40-2:10 p.m. Meet with Bob Weisenfeld, Corporate and Foundation Relations, Carlson Building

2:15-3:00 p.m. Meet with Dean of the Faculty John Clementson, Carlson Building

3:00-4:00 p.m. Meet with Linguistics Department faculty Deborah Simons, Associate Professor and Elizabeth Lewis, Professor

4:00-5:30 p.m. Tour of St. Peter and Mankato with Deborah Simons.

5:30 p.m. Return to Minneapolis Airport for 8:30 p.m. flight, dinner with Susan Andrews on the way

SAMPLE (fixed-term)

Campus Interview Schedule (fixed-term appointment)

Campus Visit for Jan Hanover

Monday, October 9

3:30 p.m. Arrive at Minneapolis airport. Steve Smith, Associate Professor of Linguistics will meet you.

5:30 p.m. Arrive at campus Guest House

6:00 p.m. Dinner with Linguistics Department colleagues Angela Jones, Assistant Professor and Alex Vining, Professor. Professor Jones will pick you up at the Guest House.

Tuesday, October 10

7:30-8:00 Breakfast with Professor Susan Anderson, Linguistics Department Chair. She will meet you at the Guest House

8:15-9:15 a.m. Search Committee Interview with Angela Jones, Alex Vining, Steve Smith, Susan Anderson.

9:20-10:00 a.m. Visit the campus library to see linguistics holdings, computer classrooms, meet with department's library liaison Associate Professor Jon Bren.

10:00-10:20 a.m. Chapel is optional

10:30-11:00 Meet with Dean of the Faculty John Clementson

11:00-11:30 a.m. Prep for teaching demonstration

11:30-12: 30 p.m. Teach LIN 101 Basic Linguistics

12:30-1:30 p.m. Lunch with students who are linguistics majors

3:30-5:00 Tour of St. Peter and Mankato with Angela Jones and return to Minneapolis airport for 7:30 p.m. flight.

SAMPLE

Search Committee Interview Questions

1. Tell us a little bit about your current research project.
2. What classes have you enjoyed teaching the most?
3. How would you describe your teaching goals and strategies?
4. What kinds of methods do you prefer to use in teaching beginning language?
5. What are some examples of the sorts of things that happen in a typical week in your beginning language classes?
6. You've seen our catalogue. What parts of the Classics curriculum would you be most interested in teaching?
7. What are your other academic and intellectual interests? Do you have ways of connecting with other disciplines?
8. What ideas do you have about what you might want to teach during our January term?
9. In your current teaching situation, what kinds of interactions have you had with students, other than in class and office hours?
10. What interests you about teaching at a liberal arts college?
11. After seeing our catalogue and browsing on our web site, what kinds of questions do you have for us about teaching at Gustavus or living in Minnesota?

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Candidate Telephone Interview Questions

Candidate Name: _____
(We will start with introductions, and an overview of the position and the process.)

1. Tell us about your background and experiences? Why are you applying for this position?
(Assigned to committee members.)

2. Why Gustavus? What is it that interests you about Gustavus? (Assigned to committee members.)

3. What is your philosophy of teaching and learning? Describe a typical lesson you would teach at the college level? What would you like your college students to take away from your course? (Assigned to committee members.)

4. How do you help students understand the complexities of your discipline? (Assigned to committee members.)

5. Tell us about how you have developed collegial relationships and collaboration. (Assigned to committee members.)

6. What else would you like us to know about you? (Assigned to committee members.)

7. What questions would you have of us? (Assigned to committee members.)

Notes:

SAMPLE

Interviewing Questions

General Rules of Thumb

1. STAR (Situation, Task, Action, Results)
2. Focus questions on what the applicant has done, not what the applicant would do. Obtain clear, specific and relevant information about the applicant's experiences.

Possible Questions to Ask

1. Tell us about some of the toughest groups that you have had to get cooperation from. What did you do? What happened?
2. What are some of the most difficult one-to-one meetings you've had? What resulted from the meeting(s)?
3. What is an idea you have recently implemented which was considerably different from the standard procedure?
4. Specifically, what do you do in your work that sets an example for others?
5. What would your colleagues say about your style?
6. How do you go about setting goals/objectives for yourself?
7. What goals have you set recently? What were the results?
8. How do you prioritize multiple tasks that need to be accomplished in a short amount of time?
9. What is your personal command of technology?
10. Tell us about particular opportunities and challenges that come with the increased use of technology.
11. Tell us about decisions you have made that have benefit to the students you have taught.
12. How have you resolved conflict in the work place?

13. Can you please share your views on how you perceive the uniqueness of a liberal arts college?
14. What do you consider your finest accomplishment?
15. Describe ways in which you have helped students prepare to move as human beings and citizens across multiple cultural boundaries and communities.
16. How do you maintain your energy level? Describe your most tiring duties or circumstances.
17. What do you do to relax and unwind?
18. Describe a situation where you wish you had interacted differently with someone at work. What happened?
19. How do you motivate students to do excellent work?
20. Describe a teaching situation you have been in recently that describes you at your best? Your worst?
21. What is your research agenda?

SAMPLE

Student Feedback Form

Candidate _____

Student Name _____

1. What did you learn about the candidate that made you interested in learning more about them and their work?

2. What did you learn about the candidate that raised concerns for you?

3. Describe your overall impressions of the candidate and their potential for working in the Education Department at Gustavus Adolphus College.
