



CONDUCTING THE CAMPUS VISIT

The campus visit is an integral part of the hiring and recruitment process, presenting an opportunity for both campus and applicant to evaluate one another. Many components go into a successful campus visit, and thus hosting these visits requires careful planning.

Consistency across visits is essential to creating an equitable experience for all applicants. This means extending the same opportunities and experiences to each applicant. This does not mean that each visit is identical, but that each applicant is given the same opportunities to showcase the ways in which they could thrive at the University of Chicago. We show each applicant that they are welcome on our campus.

Creating the conditions for a successful visit can be challenging. Below, we provide considerations to make these interactions as successful as possible.

PRE-VISIT

- Contact the applicant to schedule their visit.
 - Share relevant accessibility information to help applicant make necessary arrangements in advance (i.e. dietary, ability).
 - Ask if the applicant would like an introduction to various identity groups, religious centers, community resources, etc. during their visit. Note that these requests should be navigated in such a way that does not appear to be soliciting protected class information, but allows applicants to share specific requests if they feel comfortable doing so.
- Offer to make travel arrangements for applicants.
- Assign a campus host to each applicant.
 - The campus host helps to answer any of the applicant's questions before the visit, and is responsible for ensuring that the applicant arrives to all meetings in a timely manner. The campus host should be independent of the search committee.
- Provide applicants with a copy of their itinerary, which can include:
 - Contact information for campus host
 - Names of interviewers
 - Meetings with faculty, search committee, and dean
 - Tours of facilities
 - Informal gatherings and meals
- Send reminder emails to faculty members scheduled to meet the applicant a few days prior to the applicant's arrival. Include information about where to find the applicant's

file in order to ensure that all individuals meeting with the applicants have the necessary background information.

- If the applicant is scheduled to give a presentation, send announcements detailing the time, location, etc. for this as well.

DURING THE VISIT

- Provide applicant with transportation options to and from the airport.
- Provide each applicant with the same welcome and introduction to the University.
- Schedule breaks.
- Have the host escort applicant to and from various meetings.
- Arrange for applicant to be reimbursed for any travel expenses (i.e. schedule a meeting with appropriate administrator).
- Remember that conversations that take place during less-formal gatherings (e.g. meals) must follow the same standards of appropriateness as the interview guidelines.

POST-VISIT

- Request and record comments from faculty for applicant's file.
- Follow-up with applicant within one week:
 - Thank them for their time
 - Initiate reimbursement conversation (if not already started)
 - Share updates on the deliberation process/schedule
- If a hiring decision is not made promptly, stay in regular contact with applicants to communicate your progress and your enthusiasm for their candidacy.