CAMPUS VISIT CHECKLIST

FACULTY CANDIDATE CAMPUS VISIT CHECKLIST:

☐ Itinerary - Work with the Search Committee (Chair) to schedule interviews and build the Itinerary.

☐ Hotel Reservation.

☐ Flight reservation (most candidates prefer to make own flight reservations)

☐ Contact Chalker/The VAL Group for a pre-screen phone call and include candidate's CV.

☐ Reserve a conference rooms for a lunch presentation/Seminar and candidate meetings.

☐ Communicate with candidate in regards to the guidelines for the presentation.

☐ Ground transportation reservations – Over the Mountain Sedan.

☐ Create flyer for the presentation and distribute.

☐ Schedule a 1 hour panel interview with candidate and Search Committee.

☐ Restaurant reservations.

☐ Schedule a tour of a facility if needed.

☐ Update the evaluation/assessment questions, in coordination with the Search Committee Chair and send the assessment link to all involved with the visit.

☐ Sent the Itinerary, CV or Bio, to each faculty member that will be part of the interview process, all search committee members, the Division Director, dinner attendees, as well as the contact person for The VAL or the Chalker Group.

☐ Enter candidate into Oracle as a New Supplier for reimbursement purposes.

☐ Send evaluation/assessment link to Faculty after candidate leaves.

☐ Informational package to candidate.

☐ Complete reimbursements for candidate and include a Thank you letter from the SC Chair.

SECOND VISIT

☐ If this is a **RESEARCH** intensive candidate: Schedule a meeting/interview with Dr. Seth Landefeld during the 2nd visit.

☐ If this is a **RESEARCH** intensive candidate: Schedule a meeting with Dr. Victor Thannickal or Cindy Joiner.

☐ If candidate might be in need of **SPACE**: Schedule a meeting/interview with Drs. Cindy Joiner/Stu Frank.

☐ If this candidate has **LAB ANIMAL** needs: Schedule a meeting/tour with Sam Carter.

☐ If this candidate needs information about **UAB CORES**: Schedule a meeting/interview with Mike Bertram.

☐ If this is a **CLINICAL** intensive candidate: Schedule a meeting/interview with Elizabeth Turnipseed or Lauryn Schultz.