

Campus Interview Visit: Sample Letter to Candidate

Dear _____,

We are pleased that you will be able to interview for the position of _____ in the Department of _____ at the University of California, Santa Cruz. We hope you will enjoy your visit, and we want to give you as much information as possible in advance to make your interview visit productive. The campus visit will occur on Day, Date.

Professor _____ will act as your host throughout your visit. He/She can be reached at 831 459-XXXX or xx@ucsc.edu. To give you an idea of what your visit will look like, we are providing you with an outline of the schedule:

Day, Date, 20__

8:00 a.m. Breakfast meeting with _____
9:00 a.m. Arrive on campus. Proceed to room _____
9:00-10:30 a.m. Meetings
10:45-11:00 a.m. Preparation for Seminar
11:00-12 noon Seminar
12:00-1:30 p.m. Lunch with Faculty
1:30-5:00 p.m. Meetings
5:00 p.m. Dinner with Faculty

Open portions of the day will involve individual meetings with faculty members and the Department Chair. (Note to Search Committees: Check in with the dean to see whether or not the dean would like to meet with the candidates. Some deans only meet with candidates for tenured positions.) We may also schedule a group meeting with graduate students. When you arrive, we will give you a final schedule.

The seminar should be ~50 minutes; a 10 minute question and answer period will follow. The faculty will be looking for substance in research and will be evaluating communication (teaching) abilities. The audience will consist primarily of faculty and graduate students, mirroring the range of specialties in the _____ Department. Expect an audience of ___ to ___ people. We will provide media equipment as needed. Prior to your visit, please contact _____ about specific media needs for your presentation.

A map of Santa Cruz and the campus is available online at:

http://www.ucsc.edu/general_info/maps.html

Here is a list of items for you to take care of:

- Please verify that the dates of your visit are correctly stated above with respect to days of arrival and departure. This will help us make sure to reserve a hotel for the correct dates.

- Please provide a brief biography and titled-abstract of your seminar to me by email XXXX@ucsc.edu Your biography should include your name, (PhD) degree field, degree date, degree institution, current employment title and current employer and be roughly 150 words in length. Your abstract should be a 1-2 paragraph (approximately 300 words) summary of your seminar. This information will be utilized to advertise your campus seminar.

Visit: Hotel, Travel, Transportation

Upon confirmation of your arrival and departure dates I will initiate your hotel reservation at the XXXX Hotel. Please email your dates to: XXXX@ucsc.edu A hotel confirmation will be emailed to you subsequently. Information about the hotel, including a map, is available at: <http://www.XXXX.com>

- If traveling by air, please make your reservations as soon as possible to obtain the best rate. We strongly recommend flying into San Jose Airport (SJC). **We can reimburse only coach class tickets.** Drive times from the airports to the UCSC area are as follows: San Jose airport -45 minutes, San Francisco airport- 90 minutes, Oakland airport -90 minutes.

- If you need a rental car, please arrange that yourself. Please note that you should check with your personal insurance coverage to see if rental cars are covered. If your policy does not cover rental cars, you should consider the optional insurance waiver offered by the rental agency, but this is unfortunately not a reimbursable expense.

- If you prefer to be met by an airport shuttle and driven to Santa Cruz, please let us know in advance. We will then arrange for transportation between your hotel and the campus. Use of airport shuttle increases driving time 1 – 2 hours.

- If you elect to drive your own vehicle, you will be reimbursed for your mileage. Please note your mileage before you leave for UCSC. Mileage is reimbursed at \$XXXX per mile. Please note also that your vehicle license number is required on the travel expense form for mileage reimbursements.

- Meals and Incidental Expenses: Meals and incidentals must not exceed \$XX per day. Meal reimbursement for one-day travel is limited to \$XX per day.

- Upon checkout from the hotel, please review an itemized copy of your hotel bill. You will be responsible for paying for any incidentals—i.e., room service, movie rental, etc. incurred during your stay at checkout. The cost of the room (only) will be directly billed to our department.

- When you are here, we will go over the paperwork needed for travel reimbursement or this can be done upon your return home. Please save all original receipts and tickets whenever possible. This includes receipts from airline tickets, rental car, parking, any meals or incidentals, etc.

- If you are not a US citizen, there will be some additional paperwork to complete. Please bring your passport and visa (I-94 and/or I-20) or alien registration card for us to copy. Please note that this information is for reimbursement processing only and will not be shared with the search committee.

- Parking on campus requires a special parking permit. If you will be driving, you will obtain your guest parking permit at “will call” at the Information Kiosk located immediately inside the main entrance to campus on Coolidge Drive. This guest permit allows you to park in any space available in an A, B, or C lot and in the West Core Parking Structure across from the Baskin School of Engineering Building. **DO NOT PARK IN HANDICAPPED, CARPOOL, OR OTHERWISE SPECIALLY POSTED PARKING SPACES.** To avoid getting a parking ticket, put your license plate number on the guest parking permit and display the permit hanging from the rear-view mirror of your vehicle.

Please let me know if you have questions about any of the arrangements we have described here, or about any other aspect of your visit. We look forward to having you here.

Sincerely,

XXXXXXXXXXXXXXXXXXXX

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