Best Practices: The Search Committee and the Campus Visit

ADVANCE Program
FOR EQUITY AND DIVERSITY

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http://advance.uci.edu

Other Resources

Career Partners Program:
http://www.ap.uci.edu/programs/careerpart/
CareerPartners-FTE.html

Higher Education Recruitment Consortium:
http://www.socalherc.org/home/index.cfm?site_id=761

Benefits for Domestic Partners:
http://atyourservice.ucop.edu/forms_pubs/misc/benefits_domestic_partners.pdf

The UC Faculty Family Friendly Edge:
http://ucfamilyedge.berkeley.edu/

UC Families Online Newsletter:
http://parents.berkeley.edu/ucfamilies/

Diversity at UC:
http://www.universityofcalifornia.edu/diversity

Let's build a great university together!
The campus visit is critical to a successful recruitment. Short-listed applicants and hiring departments are very interested—if not excited—about the opportunity for commencing their careers and adding to their faculties at UC Irvine respectively. Making a lasting impression matters to both parties. Here is a list of best practices for a successful on-campus visit.

1. Be consistent in the format of the campus visit. Length of stay, hosted meals, scheduled meetings (with chair and/or dean, faculty and graduate students as well as University Hills tour), personal time before seminar presentation or job talk, audio-visual needs, and moderated questions during or after the presentation.

2. Share information before the scheduled visit. Direct candidates to the web pages of key offices. Providing information in advance will give the candidates time to prepare questions for the visit. (see last panel)

3. Matters that relate to salary, teaching-load, space, office budget and start-up funding, or initiation of the UCI Career Partners Program (CPP) is the responsibility of the chair and/or dean.

4. Avoid questions that are prohibited by federal law, i.e. age, race and ethnicity, marital status, religion, sexual orientation, national origin, disability, and veteran status.


6. Underscore the campus commitment to work-life balance. As employees of the University of California, eligible faculty may benefit from an array of Family Friendly Policies. These policies are integral to a healthy faculty culture and essential to advancing excellence in the mission of UC Irvine.

7. Introduce the UCI Community. (See the UCI ADVANCE “Resources for Living in Irvine” brochure for more information)

Key Offices

- UCI Academic Personnel: http://www.ap.uci.edu/
- UCI Academic Senate: http://www.senate.uci.edu/
- UCI ADVANCE Program: http://advance.uci.edu/
- UCI Childcare Services: http://www.childcare.uci.edu/
- UCI Human Resources: http://www.hr.uci.edu/
- Office of Equal Opportunity and Diversity: http://www.oed.uci.edu/
- UCI Campus Housing Authority: http://www.icha.uci.edu/