



Search Committee Administrative Information

Contacting Candidates for Interviews

- A member from the search committee, or someone designated by the search committee (i.e. department secretary), will be responsible for contacting candidates to schedule interviews. When an interview schedule has been finalized by the search committee, for phone interviews and campus interviews, a copy of the interview schedule should be forwarded to Human Resources for posting file documentation.

Itinerary

- The search committee will be responsible for developing the itinerary for full-time/temporary, tenure track, and manager candidate interviews. The itinerary should include a detailed schedule so the candidate is aware of what their visit at MU will consist of.
- **Required** meetings to be listed on the itinerary include:
 - STAFF ONLY - A meeting with the President of Mansfield University (if available)
 - FACULTY ONLY - A meeting with the Provost or Dean (If available)
 - STAFF and FACULTY - A meeting with Carmen Wood in Human Resources (15 minutes)
- The rest of the itinerary will be determined by the search committee. Past itineraries have included the following:
 - A teaching demonstration (Faculty positions)
 - Interview with the search committee
 - Interview with the Chair of the Department (Faculty), or Hiring Manager (Management)
 - A campus tour
 - Lunch/Dinner with search committee members
- The finalized itinerary should be forwarded to Human Resources.

Travel

- Travel reimbursement is offered for the following searches: Tenure-Track Faculty and Managers: Level 180 and above.
- Candidates coming for an on-campus interview that will incur travel expenses will be required to arrange necessary travel plans themselves and be reimbursed for the costs.
- The candidate is usually expected to be on campus **1-2 days** depending on the itinerary schedule.
- The maximum budget for travel reimbursement is capped at \$2,000. Requests may be made through the Provost's Office to apply for a higher budget if necessary.

Any additional questions regarding any of the information listed below can be directed to:

Erin Fetterman
Employment Assistant
Phone: 570-389-4163
Email: efetterman@mansfield.edu

- During their visit to MU, the candidate will need to complete a **Travel Expense Voucher** with the search committee chair. When completing the TEV, the candidate will need to be able to provide ALL receipts from travel expenses, and sign off on the TEV. The Travel Expense Voucher can be found at <https://www.mansfield.edu/controller/travel.cfm> under “Travel Forms.”

INCLUDED TRAVEL COSTS: The candidate will be reimbursed for **airfare, hotel fees,** and a **rental car** if needed*.

- **Airfare:** Please direct the candidates to book their own flight. They will be reimbursed for airfare.
- **Hotels:** Please encourage the candidates to utilize the following hotels in Mansfield:
 - Hampton Inn & Suites Mansfield
98 Dorsett Heights
Mansfield, PA 16933
 - Microtel Inn & Suites by Wyndham
90 Dorsett Heights
Mansfield, PA 16933
 - Quality Inn & Suites
300 Gateway Dr.
Mansfield, PA 16933
- **Meals:**
 - The candidate will not be expected pay for meals.
 - Two members from the search committee may be permitted to be reimbursed for meal costs if they are taking the candidate for lunch or dinner.
 - The candidate should be encouraged to utilize the hotel breakfast (when available) and campus dining facilities.
- **Car Rental:**
 - Candidates will be reimbursed for car rental costs. To save on travel costs, it is **encouraged** that one member of the search committee volunteer to pick up the candidate in a personal car and be reimbursed for mileage to and from the airport and hotel. Search committee members could also utilize a MU car (if available) at no cost.