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| **Process Step** | **Description** | **Approval Needed** |
| **Step 11: Reference Checks and Department Chair (or Director) Interviews** | Once telephone interviews are complete the committee will identify the applicants they would like to invite to campus. **Prior to requesting permission for on-campus interviews, reference checks and department chair (or director) interviews must be completed.**  The department chair (or director) interview will discuss such things as teaching load, salary and other department or job related items that would not be appropriate for the full committee interview. *(Section C.8.23 of COFS)* | Reference check approval is given by the applicant during telephone interviews. |

SEE NEXT STEP: Very redundant with this one.

**Thinking ahead: All of the information about the reasons for selection for on-campus interviews Will ALSO be ENTERED ON A SEPARATE MEMO, SENT FORWARD WITH FORM C.**