

# LEWIS-CLARK STATE COLLEGE

## Itinerary Building Blocks

Itineraries need to be scheduled and completed by the hiring Division Administrative Assistant and Division Chair to ensure proper communication between all administrative offices. Please use itinerary template to build visiting candidate itinerary for distribution to LC Administration. Events may be rearranged to accommodate schedule availability. If there is more room needed, you may insert more rows to the table.

**Basic Itinerary needs:**

- Search Committee Interview (sometimes waived pending phone interview process)(30 minutes-1 hour)
- Division Chair Interview (1 hour)
- Dean Interview\*\* (30 minutes)
- Provost Interview\*\* (15 minutes)
- President Interview\*\* (15 minutes)
- Meeting with Human Resource Services (15 minutes)
- \_\_\_\_\_
- ✓ *The Dean, the Provost, and the President have specifically requested not to be scheduled to meet with candidates early in their interview day. If possible, they would like late morning or afternoon appointments.*
- ✓ *Interviews with President, Provost, and Dean should be scheduled for the length of time indicated above unless the President’s or Provost’s Office requests otherwise).*
- ✓ *\*\*Schedule should be organized such that each candidate may meet with the President and at a minimum the Provost or the Dean. The President has requested to meet with every candidate.*

**Optional Itinerary Building Blocks:**

- \_\_\_\_\_
- Teaching Demonstration (Give topic and time parameters)
- Research Talk or other presentation (Give topic and time parameters)
- Meeting/Social with students (Give topic and time parameters)
- Meeting/Social with all division or department faculty (if this is not scheduled, faculty should be invited to attend the teaching demonstration and research talk (if there is one), and/or participate in a meal with the candidate)
- Observation of a class (taught by someone other than the candidate)
- Campus Tour
- Driving tour of the region

**Itinerary and Vitae/resumes to be sent to:**

President@lcsc.edu	Provost@lcsc.edu
Dean’s email	Division Chair
Search Chair	Candidate