Faculty, Staff, and Administrative Searches

The Purdue University System and Purdue University Fort Wayne have established significant travel restrictions as a response to the COVID-19 pandemic. These restrictions will impact currently active searches within Academic Affairs. As such the following guidelines are established for the completion of searches.

1) It is essential to treat all candidates and all searches the same.

2) Finalists cannot travel to campus for face-to-face interviews, irrespective of planned mode of travel or distance of travel.

3) All interviews must take place using video streaming technologies (e.g. Skype). It is not acceptable to complete a search without video interviews, nor are phone interviews an acceptable alternative.

4) All finalists must be interviewed using the same video streaming technology. It is not acceptable to utilize different methodologies for different finalists. As such, when selecting a technology for video interviews it is important to talk with finalists about accessibility concerns prior to scheduling video interviews.

5) All finalists must be interviewed by the same group of committee members. As such, scheduling of interviews must be well-coordinated with the committee.

6) All finalists must be interviewed in the same way. A common set of questions is recommended followed by a time for follow-up questions or dialog.

7) The interview process for finalists should be, as much as possible structured like an on-campus interview, with opportunities for finalists to meet with the Chair or Dean, the Office of Sponsored Programs, and others.

8) Opportunities for finalists to meet with students could be significantly hampered by the current transition to digitally facilitated instruction. The search committee shall not schedule student interviews on campus.

9) For faculty positions, the finalists must present both a scholarly presentation and a teaching presentation. The limitations of video technology should not be a factor in evaluating finalists.

10) If opportunities for community input are important during the interview process, those video conversations with community members must be conducted off campus. Community members are not to travel to campus to participate in the interview.

11) Committees are strongly encouraged to provide links to university and community websites in order to provide finalists with as complete an understanding of the University and Fort Wayne as possible.

12) Some finalists may find meeting these expectations difficult. When possible, finalists should be referred to their local universities, public libraries, and other spaces that could provide the necessary technology.

13) In that committees will have limited opportunities to interact informally with finalists because of these changes in the interview process, it will be expected that extensive reviews of listed and off-list references be conducted. Prior to approval of a request to hire, the committee will be expected to report on the outcome of all reference checks.

With gratitude for your extraordinary efforts,

Carl N. Drummond
Vice Chancellor for Academic Affairs