



- 5) Complete Form E: **Request for On-Campus Interview** for candidates who will receive reimbursement for travel expenses. Skype or other such mechanisms may be used for interviewing candidates.
- 6) When an acceptable individual is identified, the following steps must be taken:
  - a. The department chair makes a recommendation for appointment to the dean. The dean obtains approval from the Provost to make an offer.
  - b. Upon approval by the Provost, the dean prepares an offer letter.
  - c. The Faculty Equal Employment Coordinator will review the offer letter prior to final approval by the Provost.

**Review**

Academic Affairs will review the policy every five years or sooner as needed.

**Approval**

