

Inviting Faculty Candidates/Interview process

- Dept Head, search chair or admin-business manager sends form to request for campus interviews (see attached) Form located online: <http://admin.robinson.gsu.edu/category/college-administration/>
 - Include at least three suggested dates
 - Copy of candidates' vita
 - If your department always prefers morning so your faculty seminar can be in the afternoon, or vice versa, please indicate on the form
- Send this form via email or deliver in person to Wanda Bartlett
 - Wanda will coordinate with Kathy Brown for the Dean's schedule
 - Wanda will schedule meeting with all available Associate Deans
 - If candidate is Next Gen, 2CI or is tenure on appointment, we will coordinate time with Faculty Affairs for Provost meeting
- Once date/time and schedule is confirmed, Wanda will email the details to Dept head, search chair and admin-business manager