

Sample Campus Visit Invite Email - Edit as needed for your search communication

Subject: Interview Invitation for the Michigan Tech "**SPECIFIC JOB**" position

Dear "**FIRST NAME**",

On behalf of the search committee, I am pleased to extend an invitation for an on-campus interview for the position in "**SPECIFIC JOB**" at Michigan Technological University. We would also like to invite a guest to join you during your interview. We will cover the expenses for both of you. (**NOTE: See Best Practices for Guest Visits in Step 7: On Campus Visits**)

Please let me know which of the weeks of **X, Y and Z** will work for your schedule to come to campus for the interview. If you are available during more than one of these three weeks, please let me know. It will help with the scheduling. The interview will be for two days (excluding travel days). You will need to prepare two seminars – teaching and research. Both seminars will be around 50 minutes in length. (**NOTE: Provide detailed information about any sessions that the candidate needs to prepare for.**)

The research seminar should showcase your scholarly work. We suggest that you spend 5 minutes introducing yourself in terms of career path and expertise and spend some time towards the end of your seminar to discuss your future research plans, particularly in relation to this specific position and the university. The audience will consist of faculty, research associates and graduate students with expertise in "**SPECIFIC FIELDS**".

The teaching seminar will require that you provide instruction to an undergraduate class in "**YOUR SPECIFIC FIELD**". This seminar gives you the opportunity to showcase your teaching style. The class will consist of approximately [**number of students, level**] from diverse majors including **X, Y and Z**. The delivery format and content of the class session is entirely up to you, as long as it fits into the above-mentioned class. It may be helpful to identify where the topic would be addressed in the context of the entire class. If you will have any special needs to deliver the teaching seminar (e.g., special audio/visual equipment or configurable classroom etc.) please let me know in advance. Although the teaching seminar will be intended for students, it may also be attended by the same audience that will come to your research seminar.

In addition to the seminars, you will meet and interact with the search committee, faculty, students and university administrators. I will send you a detailed agenda later as we have more concrete plans for your visit. If you would like to specifically meet someone, let me know. Additionally, if you need any accommodations during your visit, please contact me or Human Resources. We are committed to working with you to ensure that your campus visit meets your professional and personal needs.

At this time, it is very important that you send me the weeks you are available as soon as possible so I can schedule your interview and put you in touch with the person who will help with your tickets and accommodations.

If you have any further questions, please do not hesitate to ask.

We look forward to seeing you on campus!

"NAME"

Search Committee Chair