

Candidate \_\_\_\_\_

Reference/Name/Position \_\_\_\_\_

Phone Number Called \_\_\_\_\_

Date \_\_\_\_\_

Time \_\_\_\_\_

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Hello, I am \_\_\_\_\_, from Eastern Illinois University in Charleston. As a member of the Search Committee for the Dean of the College of Sciences here, I am interested in your observations regarding \_\_\_\_\_, an applicant for the position.

Do you have time now to chat with me, or may I call you back at a more convenient time?

Before we get into the attributes of \_\_\_\_\_, perhaps it would be helpful if I described briefly some of the characteristics of our university that are relevant to the position.

EIU is a regional institution of slightly more than 10,000 students. Roughly 87 percent of the students are undergraduate, and approximately 60 percent live in residence halls on campus. Effective teaching is clearly our highest priority.

We have four academic colleges, a School of Graduate Studies, and a School of Adult and Continuing Education.

The College of Sciences includes the Departments of Botany, Chemistry, Communication Disorders and Sciences, Economics, Geology/Geography, Mathematics, Physics, Political Science, Psychology, Sociology/Anthropology, and Zoology. Degrees are offered at the bachelor's and master's levels.

Do you have any questions or comments before we begin working our way through a series of questions?

1) In what capacity have you known the candidate?

2) What examples can you provide of this candidate's leadership and interpersonal skills'? (Address in particular their ability to represent the variety of fields within the college.)

3) What evidence can you provide of the candidate's commitment to academic excellence and teaching effectiveness?

4) Given competing priorities, how high do you believe this candidate would place research and creative activity within the college?

5) What is your assessment of the candidate's experience and ability to manage

a) program planning?

b) budgeting?

c) personnel matters?

6) Are you aware of any evidence demonstrating that this candidate is dedicated to minority and gender issues?

7) Are there other persons you would recommend we contact who would address this candidate's abilities?

8) Other comments.