

## VPAA Reference Check Form

Candidate: \_\_\_\_\_

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

Interviewer: \_\_\_\_\_

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

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Hello, I am (we are) \_\_\_\_\_, from Eastern Illinois University in Charleston, Illinois. As a member of the Search Committee for the position of Vice President for Academic Affairs, I am (we are) interested in your observations regarding \_\_\_\_\_, and applicant for the position.

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

Before we get into the attributes of \_\_\_\_\_, perhaps it would be helpful if I (we) 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.

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

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1. In what capacity have you known the candidate?
  
  
  
  
  
  
  
  
  
  
  2. What examples can you provide of this candidate's administrative leadership and interpersonal skills?
  
  
  
  
  
  
  
  
  
  
  3. How would you evaluate the candidate's communication skills and the ability to work with others?

4. How would you evaluate the candidate's decisiveness and ability to work within a shared-governance framework?
  
5. Based on your observations of \_\_\_\_\_, please comment on his/her ability to function effectively and comfortably in a collective bargaining environment.
  
6. How would you evaluate the candidate's ability to formulate and articulate a vision for a university?
  
7. How would you characterize the candidate's sense of humor?
  
8. What evidence can you provide of the candidate's commitment to academic excellence and teaching effectiveness?
  
9. What evidence can you provide of the candidate's commitment to research and creative activity within the university?
  
10. What is your assessment of the candidate's experience and ability to administer
  - i. strategic planning?
  - ii. program review and academic assessment?
  - iii. Budgeting?
  - iv. Personnel matters?

11. As an academic leader at your university, did /has \_\_\_\_\_ demonstrate/demonstrated an ability to interact professionally with diverse populations, including women and members of minority groups?

i. Has \_\_\_\_\_ modeled this behavior for his/her direct reports?

ii. What actions has \_\_\_\_\_ taken to improve campus the campus climate for diversity?

12. How do you think the candidate would balance the relationship between his/her scholarly (academic) interests and his/her responsibilities as an administrator?

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

14. Other comments.