

**Sample Interview Visit Schedule:
Teaching-Focused College** (Chemistry Faculty Position)

This is a real document provided to a faculty candidate invited to interview. Identifying information has been removed.

Schedule for Dr. André Cortéz
Monday, December 2

7:00 pm Arrive on Northwest Airlines flight #788 from San Francisco
7:30 pm **Dinner:** Donald Sherwin, **Chair, Chemistry**, Jennifer Sense & Don Johnson,
Chemistry Faculty
9:00 pm Drop off at College Inn

Schedule for Dr. André Cortéz
Tuesday, December 3

7:30 – 9:00 am Breakfast: Donald Sherwin, Chemistry, John Adams, Chemistry Faculty
9:00 – 9:30 am **Campus Tour** – Donald Sherwin, **Chair, Chemistry**, Chem 2321
9:30 – 10:00 am Don Johnson, Chemistry Faculty, Chem 2333
10:00 – 10:30 am John Adams, Chemistry Faculty, Chem 2323
10:30 – 11:00 am Time to prepare for Seminar
11:00 – noon **Research Seminar, Main Hall**
Noon – 1:30 pm Lunch: Andrea Littleton, Chemistry Faculty, and chemistry & biology Students
1:30 – 2:00 pm Jan Eckert, **Biology Chair**, Jeffries Hall 2381
2:00 – 2:30 pm Denise Ho, Biology Faculty, Jeffries Hall 2364
2:30 – 3:00 pm Armand Berg, **Humanities Chair**, Adams 1263
3:00 – 3:45 pm Andrea Littleton, Chemistry Faculty, Chem 1222
3:45 – 4:30 pm Leslie Deacon, Chemistry Faculty, Chem 1216
4:30 – 5:00 pm Bleu Danube, Chemistry Faculty, Chem 1220
6:30 pm Dinner: John Adams, Bleu Danube, & Leslie Deacon, Chemistry Faculty
8:30 pm Drop off at College Inn

Schedule for Dr. André Cortéz
Wednesday, December 4

7:30 – 9:00 am Breakfast: Don Johnson, Chemistry Faculty, and Kathleen O'Grady, Biology
Faculty
9:00 – 9:30 am Donald Sherwin, **Chair, Chemistry**, Chem 2321
9:30 – 10:00 am Anton Jarvis, **Chair, Physics**, Chem 1232
10:00 – 10:30 am Bill Gates, **President**, Kingston Hall 201
10:30 – 11:00 am Nancy Greene, Chemistry Faculty, Chem 2315
11:00 – 11:30 am William Jan, Chemistry Emeritus, Chem 2306
11:30 – Noon Time to prepare for Teaching Seminar
Noon – 1:00 pm **Teaching Seminar, Chem A132**
1:15 – 2:15 pm Lunch: Donald Sherwin, **Chair, Chemistry** and Andrea Littleton, Chemistry
Faculty
2:30 – 3:30 pm Todd Williams, **VP & Dean of Faculty**, Jeffries Hall 1257
3:30 – 4:00 pm Donald Sherwin, **Chemistry Chair**, Chem 2321
4:00 pm Drive to Local Airport (Donald Sherwin, **Chair, Chemistry**)
5:35 pm Depart on Northwest Airlines (#445) to San Francisco