

SAMPLE # 2 Interview Invite

Dear XXXXX,

Your application for the Tenure-Track Assistant Professor Position in Communication Sciences and Disorders (Job ID 101690) in the Department of Communication Sciences and Disorders at California State University, Sacramento, has been reviewed by the search committee. The search committee would like to advance your application to the next phase in the search process: On campus interviews.

As indicated in my telephone call to you on (month/date/year), your interview has been scheduled for XXXXX

The Sac State Department of Speech Pathology and Audiology on-campus interview day typically consists of:

- * Meeting and interview with the search committee
- * Meeting with Department Chair
- * Interview with the Dean of the College of Health and Human Services
- * Campus tour
- * Candidate classroom presentation (50 minutes)
- * Opportunities to meet with students and faculty

Schedule details will be disseminated prior to the interview date.

Please be aware of the following Faculty Search Candidate Travel and Reimbursement information.

The candidates will need to:

1. Schedule and pay for their own flights
2. If lodging is required, reserve and pay for lodging at Larkspur Landing <http://www.larkspurhotels.com/larkspur-landing/sacramento> at the government rate (reimbursement for the candidate only).
3. When making reservations to travel, obtain itemized receipts. Accounts payable recommends not using Expedia because the receipt is not itemized.

Receipts for reimbursements must be kept for:

1. Airfare for the candidate only

2. If driving rather than flying, roundtrip mileage is provided at standard state rates. Candidates will need to provide Google Maps with estimated mileage from residence to campus. Candidates will also need to provide the license plate number of vehicles driven. Reimbursement for mileage must be less than estimated flight costs if flying is an option.
3. Airport parking for the candidate only
4. Ground Transportation (taxi, shuttle, rental car) for the candidate only
5. Lodging for the candidate only. Lodging is only covered within a day of the interview.
6. Meals for Candidate:
 - a. Morning Snacks and Lunch will be paid for by the search committee on the day of the interview only.
 - b. Reimbursable meals: Breakfast (day of interview); Dinner (day of interview)

Reimbursements:

The candidate will fill out an online data vendor form for reimbursement when they visit the Deans office for their interview. The candidate will receive instructions on how to submit receipts for reimbursement once the candidate has completed all travel associated with the interview.

Accommodations:

Search committees evaluate candidates without regard to disability, status or the need for accommodations.

Candidates with disabilities may require accommodations in the interview process (e.g., providing written materials in accessible formats, such as large print, braille, or audiotape, providing readers or sign language interpreters, ensuring that recruitment, interviews, tests, and other components of the application process are held in accessible locations, providing or modifying equipment or devices, adjusting or modifying application policies and procedures, etc.).

Candidates who require accommodations must initiate requests for accommodation. The Office for Equal Opportunity (916) 278-5770 or equalopportunity@csus.edu can provide assistance in arranging accommodations.

Please do not hesitate to let us know if there is something else that we can do to make your visit as comfortable as possible. For example, if you have any dietary restrictions, technology requests, or other needs, please let me know and we'll make sure to account for these as we plan the day.

We appreciate your interest in California State University, Sacramento. If you have any questions, please feel free to contact me directly at (916) 278-XXXX.

Sincerely, Chairs name