

## Guidelines for faculty and staff interviews during the Spring 2021 semester

While remaining flexible and responsive to the COVID-19 positivity rate on our campus and in our region, the following guidelines will be used during the candidate evaluation process to fill any vacant faculty and staff positions during the Spring 2021 semester:

- 1) All interviews for faculty hires will be conducted remotely via Zoom or other teleconferencing platform.
- 2) For staff and executive staff, each department head will determine how interviews are conducted; whether remotely (via *Zoom* or other similar teleconferencing platform) or, when all selected candidates are available and agree, in-person.
- 3) Student worker interviews may be conducted in person.
- 4) For equity among all applicants, the interview process for any job search must be conducted via the same format for every candidate interviewed.
- 5) While on campus, all SHSU Protocols and COVID-19 guidance (i.e., masks and social distancing) will be observed by SHSU employees and employee candidates during any campus visit.

When interviews are conducted remotely, once an offer is made to the finalist candidate for the position the department may extend an invitation for a campus visit while the offer is considered by the finalist candidate. This campus visit will be designed to provide the finalist candidate the opportunity to view our campus as well as the Huntsville community so that a more informed career decision may be made.

For faculty candidates, at the time the invitation is extended, it should be made known that when the finalist candidate resides more than 100 miles from campus, travel costs will be reimbursed by the department. No events will be scheduled, however guided walking tours and other outdoor activities are encouraged. Avoid eating or drinking together unless can be done outdoors with distancing of at least 6 feet and no common containers or equipment are used. All SHSU Protocols (i.e. masks and social distancing) will be observed during candidate visits.

The following events will not be deemed to be acceptable during the campus visit, unless the candidate has traveled to SHSU via personal vehicle and all Protocols are followed:

- research presentations
- classroom or teaching presentations
- events in which several members of the department are present
- events in which students are present