

# CREATING A SUCCESSFUL CAMPUS VISIT

- Develop multiple opportunities for candidates to engage with faculty, staff, and students including less formal events.
- Allow the candidate an opportunity to shape the visit agenda.  
Including: The opportunity to request disability-related accommodations (lodging and meetings at locations with elevators) and dietary preferences (vegetarian, vegan, etc.). Assure that all locations the candidate will visit are accessible and gender inclusive for all attendees, including the committee, key colleagues, and the University and Tucson communities.
- Offer to arrange informal meetings for the candidate with campus partners, affinity groups, and/or community partners with whom they would like to meet. Assure candidate these meetings are not part of the formal evaluation process.
- Include time for lunch and breaks.
- Consider scheduling a meeting with Human Resources to discuss benefits, life and work resources, relocation services and dual career employment assistance for a spouse/partner.
- Prepare the candidate for the visit and ensure they've received a copy of the schedule, lodging information, and names and titles of the individuals with whom they will meet. Confirm any technology and presentation needs.
- Arrange for a host for the candidate, including meet and greet at the airport.
- Encourage the use of pronouns when committee members and/or stakeholders are sharing introductions. Ensure gender inclusive restrooms are readily accessible.
- Ensure each candidate receives information about equity-centered resources on campus. Visit [Faculty Affairs](#) for more information on affinity groups, moving resources, and more.
- Offer the candidate an opportunity to tour the campus.
- Address issues of equity across multiple points of discussion. Ensure that the entire committee has the opportunity to ask these questions and do not rely solely on under-represented members of the committee to pose equity related questions.

