

March 17, 2020

[Advisory to Deans #AA2020-01](#)

**DEANS, EXECUTIVE ASSOCIATE DEANS, ASSOCIATE DEANS, ASSISTANT DEANS, CHAIRS AND
ACADEMIC PERSONNEL ANALYSTS**

Re: Faculty Search Interviews – COVID-19

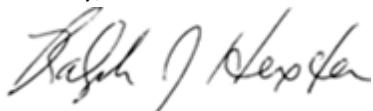
Dear Colleagues,

Many of you have faculty searches that are well underway, and prospective candidates have already been coming to campus for in-person interviews. Recently, the Office of Academic Affairs has been asked to provide guidance to colleges and schools about how to manage such ongoing and future searches in light of recent domestic travel restrictions and prohibitions on travel from countries in Asia and Europe due to COVID-19. The UC Davis Office of Global Affairs maintains a [website](#) with current but rapidly changing information on travel restrictions and advisories. We offer the following counsel:

1. When feasible, departments should strongly consider a remote interview process for all candidates, using teleconferencing options already available to the campus community. Interviews, meetings, seminars, etc. should adhere as much as possible to the approved search plan.
2. For searches where interviews have already begun, if candidates not yet interviewed decide that they do not wish to travel to the campus, a remote interview process should be offered to them. The interview schedule should, as much as possible, be a clone of the schedule of candidates interviewed in person. Seminar attendants should be provided a means of participating that does not require attendance at group gatherings. Whenever possible, recordings should be made available to all department members for later remote viewing.
3. No candidates should be treated or evaluated preferentially based on how their interview was conducted.
4. Under no circumstances may candidates be removed from the shortlist because they do not want to travel to the campus for in-person interviews.
5. Departments may, at their discretion, elect to postpone all interviews until restrictions on travel are lifted, recognizing that this may jeopardize the department's ability to expeditiously extend an offer or have one accepted by a top candidate. It may ultimately be necessary to extend the search into the 2020-2021 academic year.

Please feel welcome to reach out to the Office of Academic Affairs, which is prepared to help colleges and schools conduct and conclude successful academic searches this year despite the unprecedented challenges we are facing.

Sincerely,



Ralph Hexter
Provost and Executive Vice Chancellor



Philip Kass
Vice Provost for Academic Affairs