

Guidelines for Faculty Candidate Visits

The following are guidelines for candidate visits to campus. If you have questions, or need assistance, please feel free to contact me at x8116, or via email, jclark@sjfc.edu.

Candidate Responsibility:

- Make travel arrangements

SJFC Academic Department/Search Committee:

- Lodging reservations:

Brookwood Inn
800 Pittsford Victor Road
Pittsford, NY 14534
585-248-9000

Indicate 'direct bill' to the Provost Office at the time reservation is made

Driving Directions:

From Greater Rochester International Airport

Go East on Brooks Ave./NY to the I-390 S ramp.
Take I-390 S until it becomes I-590 N
Take RT-490 E Exit towards VICTOR, then merge onto I-490 E.
Take the RT-96 exit #27 towards Bushnell's Basin.
Turn slightly to the Right onto the ramp.
Then turn Right onto NY-96/Pittsford-Victor Rd.
Hotel is located on the right.

From New York State Thruway

Take I-90 to Exit 45
490 West to Exit 27 (Bushnell's Basin).
Take a right on Pittsford-Victor Road.
Hotel is located on the right.

- Schedule appointments (½ hour each) with:
 - President (if tenure-track position)
 - Provost
 - School Dean
 - Human Resources (for benefit overview)
- Provide copies of CV's to interviewers in advance of meetings
- Plan itinerary for candidate
- Forward receipts for travel, hotel, and meals to the Provost for payment/reimbursement