This (rather long) message will provide some of the details concerning your up-coming interview at Kansas State. As I mentioned in a previous message I have created a Web page with links to various sites related to the soft matter group, Department, University and community. This page is located at

http://web.phys.ksu.edu/dh/interview/links3.htm

Our Departmental Administrator, Peggy Matthews, will make your flight and hotel arrangements. Her telephone number is 1-785-532-6786 and e-mail, peggym@phys.ksu.edu. Please contact her about your best itinerary. Manhattan has non-stop jet service from Dallas – Fort Worth and Chicago. If neither of these connections is convenient, you may fly to Kansas City and drive or take a shuttle to Manhattan (about 2 hours). Unfortunately, American Airlines is not on friendly terms with Expedia and Orbitz. If you use either of these on-line services to see the flight schedule to/from Manhattan, they will tell you that no flights exist.

The hotel bills will be charged directly to the Department. Once you are here, Peggy will provide information on reimbursement for other expenses. Please keep all receipts, so we can expedite the process.

During the two days of the interview, you will make two public presentations – one related to your research; the other related to teaching. Most of the rest of your time will be spent in interviews with individual faculty or tours of facilities in our department. The generic interview will follow approximately this schedule.

Day 1: Arrival. Depending on time of arrival, informal dinner with a small group.

Day 2:
7:45 Breakfast with Dean Zollman
9:00 - 4:00 Interviews with individual faculty (with lunch break)
4:00 - 4:30 Prepare for colloquium
4:30 - 5:30 Colloquium
7:00 Dinner with some faculty

Day 3:
8:30 - 9:30 Interviews with individual faculty
10:00 Teaching session
10:30 Meet with students
11:00 - 12:00 Interviews with individual faculty
12:00 Lunch
1:00 - 3:00 Interviews with individual faculty
3:00 Meet with search committee
After the Search Committee: Dean Zollman
6:00 Dinner with a few faculty

Day 4: Departure

Most of the individual interviews will be with members of the physics faculty. You will also meet with either the Dean of Arts & Sciences or an Associate Dean. If you would like to meet with anyone else, please let me know.

A copy of your interview schedule will be posted at http://web.phys.ksu.edu/dh/interview/xxx_results.asp We will try to keep this version current. However, our faculty frequently change times of interviews, so the schedule is likely to change even while you are here. The times of the public presentations will, however, remain fixed.

Here are a few comments on your two presentations.
Colloquium

The colloquium will be one hour in length, including time for questions. The best arrangement is to prepare to speak for 45-
50 minutes and leave the remaining time for questions from the audience. You should prepare a talk which informs us about your recent research and its importance. Faculty and graduate students from all research groups in the Department will attend the colloquium. Their background in soft matter physics will range from expert to a casual understanding. You should prepare a talk that will communicate to physicists whose background and present work is in a variety of physics disciplines. Thinking about how you would present your work in a Physics Today article can be helpful.

As soon as you can, please send me the title and abstract for your talk.

Your talk will be held in a lecture hall which holds about 100 people but only about 50 will attend. It is equipped with Windows and Macintosh computers and appropriate computer projection as well as connections for your notebook if you prefer to use it. Internet access is also available. If you need anything else for your talk, please let me know.

We always have a few faculty who cannot attend the colloquium but wish to see it. If you will allow us, we would like to record the colloquium for these people. The video will be made available on one DVD which will be destroyed after the interviews are completed. It will not be posted on any Web site.

Teaching Session

Because teaching is an important part of our mission, we routinely have all candidates for faculty positions present a short sample of their teaching. For this session you should prepare a presentation of about 30 minutes on the topic of capacitance. The teaching session should be presented as if it is for students in a calculus-based course. Suitable references for this material are Physics for Scientists and Engineers by Tipler and Mosca, Chapter 24 or Fundamentals of Physics by Halliday, Resnik and Walker, Chapter 25. Other calculus-based physics texts will have a similar chapter. If you need me to send a print copy of one of these chapters, let me know.

You should assume that the students whom you are "teaching" have studied the previous chapters. You can also assume that they know the basics of calculus but are not proficient with it yet. In our situation, this material is taught primarily to engineering students who are in their third or fourth semester at the university and physics majors who are in their second semester.

The "students" in your teaching session will be primarily graduate students in physics and a few faculty. We invite the undergraduates to attend but only a few do. You should not attempt to cover all of the material in the chapter during the 30 minutes. Pick an amount that you believe is appropriate for the time available. This presentation will take place in our seminar room. It will have a blackboard and computer projection. If you would like to use anything else such as some demonstrations, let me know in advance. We have good instructional support (both equipment and staff) and should be able to meet any of your needs.

Your needs if you come to KSU

As part of our discussions, I will want to know what you feel that you will need to make your career at KSU successful. An important aspect will be your requirements for a start-up package. You should be prepared to tell me what you see as a reasonable start-up package and provide a rationale. We will discuss the start-up at the end of the second day. By that time you should have a good feeling for the resources that are already available at KSU.

After the interview

As part of the application process, you submitted statements about research and teaching. After you have visited KSU, you may wish to revise these statements to make them more specific to
how you would fit with our department and the role that you would play in the future of our soft matter program. I encourage you to do so. We will need to receive any revised statements within a week after your interview.

We will be interviewing four candidates for this position. The interviews will conclude just after the middle of February. We will make decisions as quickly as we can after the interviews are finished. However, both our deliberations and the formal process take time. I will provide you more details on the timeline while you are here.

We will focus most of your time on the Physics Department. However, I understand that you have other interests. If you would like to explore any aspect of the University or living in Manhattan, let me know what the interests are. I will attempt to arrange some activity or discussions to let you see how our community can fit with your interests. These interests can also include those of others of your family who would move to Manhattan with you.

My job is to help you make the best impression that you can and to answer as many questions as I can. If you need anything or have any questions about the interview, the University or living in Manhattan, please let me know.