

## Sample text for Recommendation to Hire from Search Committee Chair to Department Chair

To: Department Chair  
From: Search Committee Chair  
Date: April 15, 2011  
RE: Recommendation for Hire  
Position # 6084-0000-0000  
Position Title (e.g., Assistant/Associate/Professor of Child Psychology)

### Search

The Search Committee has completed its search for the position Assistant/Associate/Professor of Child Psychology in the Department of Psychology and has made a recommendation to hire, which I support/do not support.

After screening 42 candidates and initially choosing seven for phone interview we identified six candidates for phone interviews with two backups. Of those six the search committee invited [#] for interviews; the other [#] candidates we deemed not qualified for this position. Include any additional information about the screening process specific to the search.

### Selection

The search committee interviewed candidate #1 name on [date], candidate #2 name on [date], and candidate #3 name on [date]. The search committee was unanimous/split in their decision but were able to reach a consensus, and we offer some observations on their performance during the interviews followed by our rationale for the selection of [candidate's name].

In the committee interviews [candidate's name] showed more depth in her answers, and one committee member felt that [candidate's name] performance in the interview was particularly weak. During informal time both candidates got along well with our faculty and students, but there was a clear preference for [candidate's name] from those who spent more time with both candidates. [Candidate's name] teaching experience beyond her doctoral university experience was impressive; her liberal teaching at these diverse institutions we perceived to be a major plus regarding her suitability for teaching students at WSSU.

During the job talks both candidates showed some weaknesses. A student and Faculty evaluation of the talks tended to favor [candidate's name] over the other(s), but this was marginal and the contexts were different.

Both candidates' performances were somewhat disappointing on some dimensions of calculating the t-test; [candidate's name] overall statistics presentation was more impressive with regard to organization and materials. [Candidate's name] attempted to engage in more class discussion and student activity. Regarding the research talk, the ratings sheets were similar, but the informal discussion of the committee and the other faculty in Psychology preferred [candidate's name] presentation and found her research interests more compelling, promising, and in alignment with the Psychology program.

After lengthy and careful deliberations, and the weighing of all factors, the search committee makes the request for [candidate's name] to be offered the position.

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Signature of Search Committee Chair

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**Sample text for Recommendation for Hire to Dean to from Department Chair**

To: Dean

From: Chair

Date: April 15, 2011

RE: Recommendation for Hire  
Position # 6084-0000-0000  
Position Title (e.g., Assistant of Child Psychology)  
Department of Psychology

The following candidates were interviewed for the position of Assistant/Associate/Full Professor of Child Psychology: Dr. Katherine Lane (date of interview) and Dr. Maxwell French (date of interview).

Dr. Lane was stronger in both the phone and campus interviews in contrast to Dr. French. After careful consideration of all information obtained, including references, we recommend Dr. Lane for the position. Dr. French did not perform well in teaching and research presentations, or during the search committee interviews. Therefore, she would not be considered in the event Dr. Lane declines an offer. We would like to select Dr. Catherine Love, a candidate that was interviewed for the community psychology position.

The salary range for assistant professors in the Psychology program are \$60,000 – \$68,000 for a 9-month appointment.

Thank you for your consideration.

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Signature of Search Committee Chair

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Signature of Department Chair

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**Sample text for Recommendation for Hire from Dean to Provost**

TO: Dr. Brenda Allen, Provost & Vice Chancellor for Academic Affairs

FROM:

DATE:

RE: Candidate for appointment as Assistant Professor of Healthcare Management  
POSITION #: 6084-0000-0000-0000

The following candidates were interviewed for the position of Assistant Professor of Healthcare Management: Dr. Michael Johnson (interview date) and Dr. Pamela Jones (interview date).

Below is the ranking of the search committee.

1. Dr. Pamela Dixon
2. Dr. Michael Thompson

Based on review of the information and recommendations received from the chair of the department and the search committee chair, I support the recommendation that Dr. Pamela Dixon be hired as Assistant Professor of Healthcare Management with an appointment date of August 2012. I plan to make an initial offer of \$70,000 per academic year.

The lowest and highest salaries for assistant professors in the Department of Healthcare Management (correlates with years at the university) are: \$68,000 and \$72,000. Accompanying this letter are the resumes of the candidates, the search committee's report, and the recommendation of the Chair of the department.

Thank you for your consideration.

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