

Sample RECRUITMENT SUMMARY for Teaching Positions

A letter detailing the recruitment process is required for all teaching positions. Use the sample below as a guide to writing such a letter. The letter should be printed on letterhead and signed by the Department Head or College Dean and **submitted with copies of all CV's received in response to the advertisement.**

Date
Certifying Officer, U.S. Department of Labor
Atlanta National Processing Center
233 Peachtree Street, Suite 410
Atlanta, GA 30303

To Whom It May Concern:

I am outlining the procedures used in our search for a _____ in the Department of _____, College of _____. Our search resulted in our offering the position to Joseph Bearcat on _____. The Department's minimum requirements for the position are a _____ (specify level) degree in (specify field) _____ and (list any other requirements such as experiences, training, licenses). The advertisement was placed in the _____ issue of the Chronicle for Higher Education (or other National Journal; and list information for all other recruitment such as UC Job Update, Chronicle website, etc.). A Notice of Filing of Application for Alien Employment Certification was delivered to the collective bargaining unit on _____. Copies of all advertisements and the notice of filing are attached.

A total of ___ applications were received for the position by _____, the advertised deadline for the position. The Search Committee, consisting of _____, reviewed the applications for the position, which included the following:

1. List all applicants, their degree, and institution

Those candidates who did not indicate sufficient expertise or experience were eliminated. Each remaining candidate was evaluated according to the following criteria: (List criteria). Interviews were scheduled with the top (number) candidates.

The Search Committee met on _____ and unanimously agreed that of these (number) candidates, _____ was clearly the most qualified applicant for the position based on the advertised criteria.

(Explain why here: i.e., has degree in _____, experience in _____, publications, etc.)

Of the other candidates, Mr. Farrow does not have a Ph.D., Dr. Jones does not have a Ph.D. in Classical Thought, but rather in Comparative Literature; Dr. Barry has the specialization in medieval Latin but only one publication and no experience in individualized Latin; Dr. Voinovich has had experience in teaching elementary Latin, but is not a medievalist; and Mr. Bass does not have the required Ph.D.

I accepted the Committee's recommendation and made an offer to Joseph Bearcat which has been accepted.

Please let me know if you would like additional information regarding this recruitment process.

Sincerely,

Name

Title