# [Position Title (Posting Number)]

# Search Committee Recommendation

The Search Committee for the [Position Title (Posting Number)] position would like to recommend [Candidate Name] for hire. [Include a 2-3 sentence justification for the committee’s recommendation to hire, based off the criteria outlined in the job description and evaluation rubric]. [For Librarians and Archivists] The Associates of the Faculty Promotion Review Committee has recommended [Candidate Name] come in at the rank of [Assistant, Associate, or Senior] [Librarian or Archivist].

Should [Candidate Name] not accept the position, the search committee recommends the following course of action: [making an offer to another candidate (include additional justification); cancelling and reposting the position; cancelling the posting and reworking the job description].

We conducted first round interviews with the following candidates: [Candidate Name], [Candidate Name], [Candidate Name]. We conducted second round interviews with the following candidates: [Candidate Name], [Candidate Name], [Candidate Name].

The search committee was comprised of the following members: [Staff Name, Chair], [Staff Name], [Staff Name], [Staff Name]. [The recommendation to hire [Candidate Name] is the unanimous decision of the committee.] OR [X# of the committee were in favor of making an offer to [Candidate Name] and X# dissented (provide other clarifying information if needed)].

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**Search Committee Chair Date**

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* I concur with the decision of the committee.
* I do not concur with the decision of the committee.

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**Department Head Date**

* I concur with the decision of the committee.
* I do not concur with the decision of the committee.

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**Associate University Librarian Date**

* I concur with the decision of the committee and approve making an offer to this candidate.
* I do not concur with the decision of the committee.

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**John Wang Date**

**Dean of Libraries**

